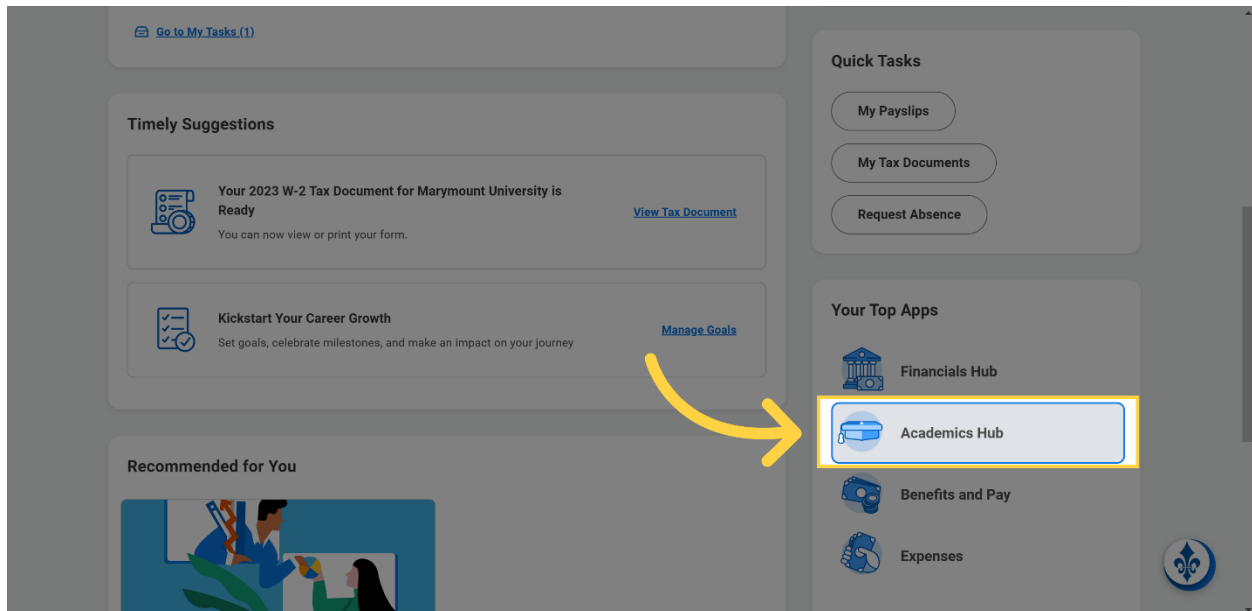


# For Students: How to Register for Classes from a Registration Cart

This guide will walk you through the process of registering for courses using a previously created registration cart in Workday's Academics Hub. Follow these steps to successfully navigate through the registration process and view your registered courses.

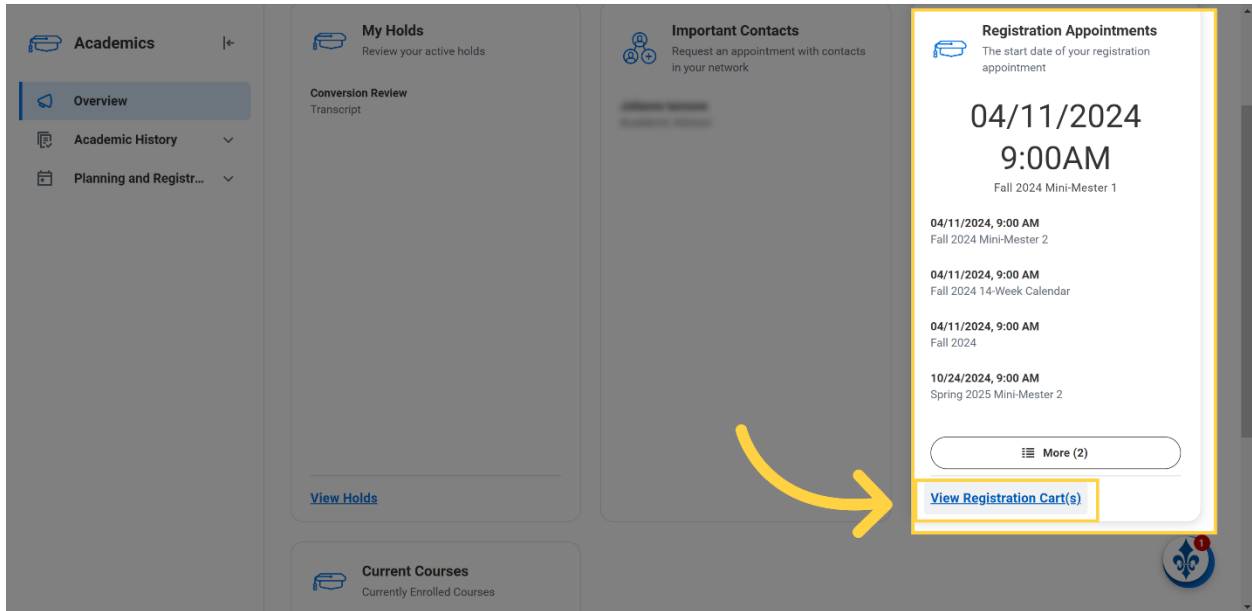
## 1. Academics Hub

Log into your Workday account and scroll down the main screen to the Your Top Apps tile. Click on the Academics Hub icon



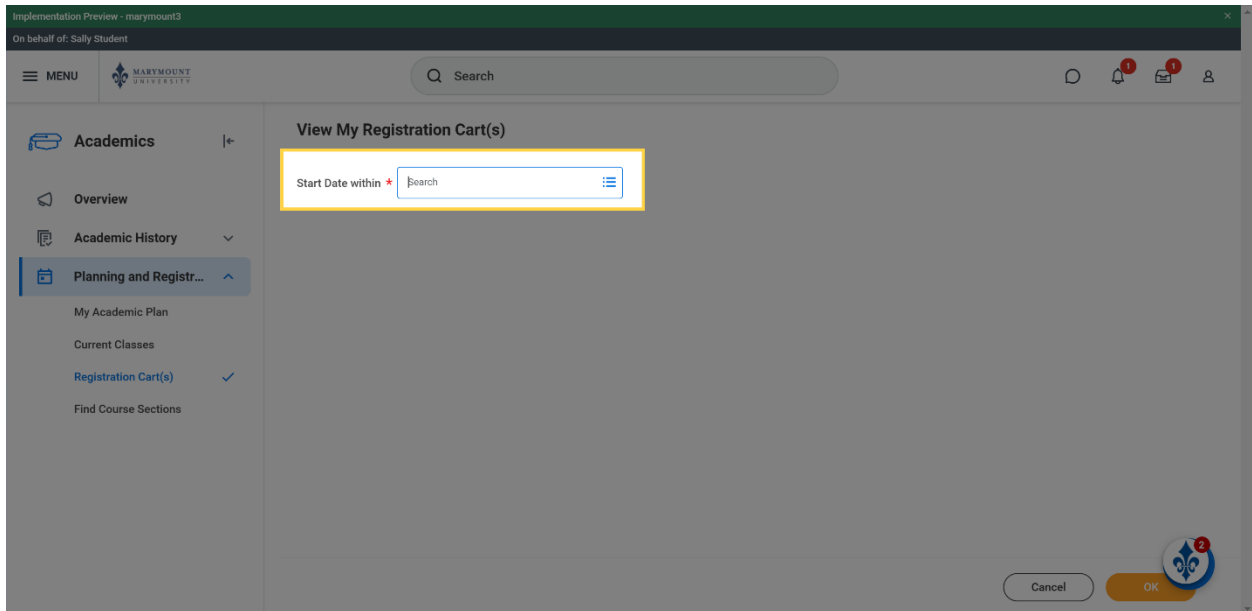
## 2. Registration Appointment

Navigate to view the Registration Appointment section of the Academic Hub dashboard. Note the date and time for your registration appointment. At or after your appointment time, click on the View Registration Cart button, to find a previously created registration cart so that you can register directly from the cart.



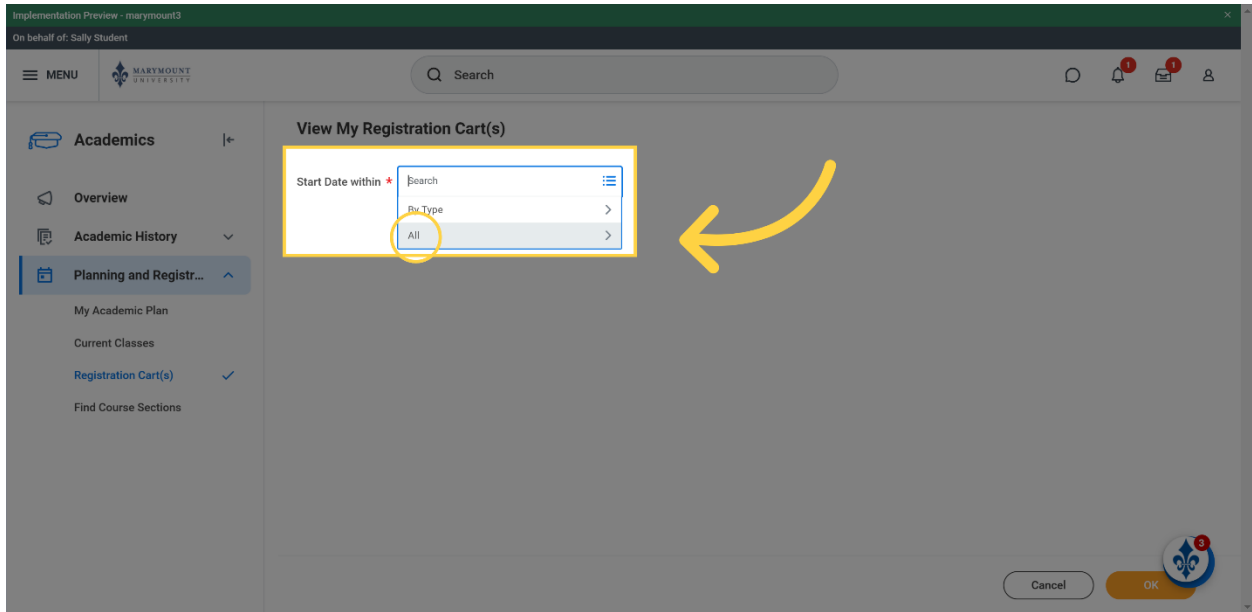
## 3. Choose Academic Period

Click in the search area for the Start Date Within field.



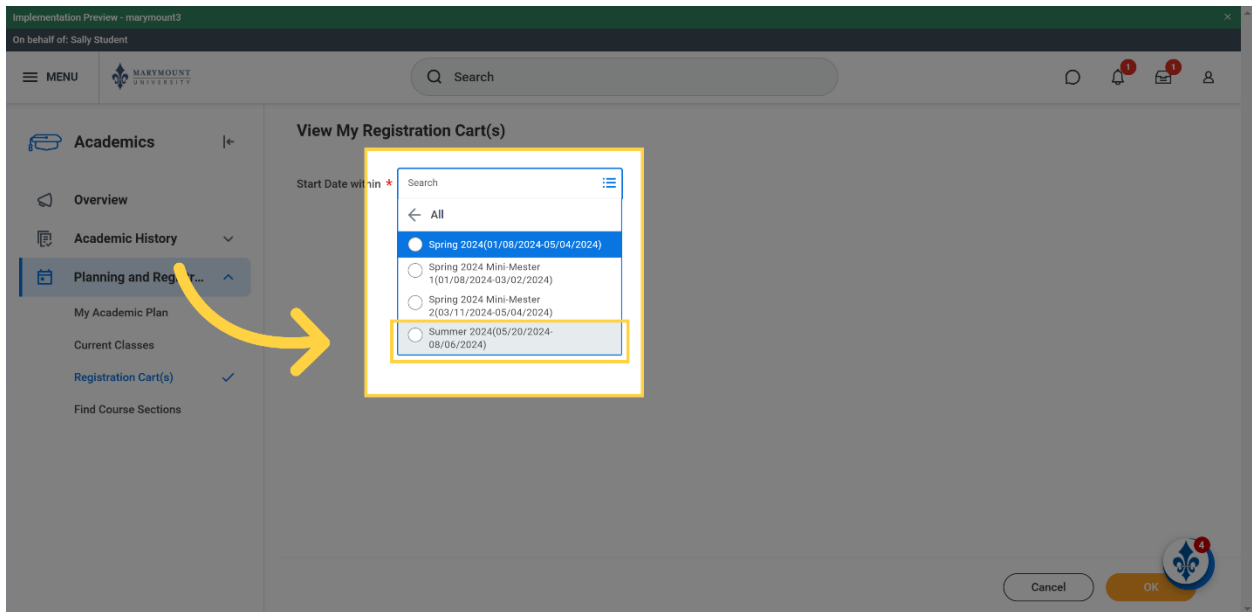
## 4. Choose ALL

Select the "All" option to see all the academic periods available to you..



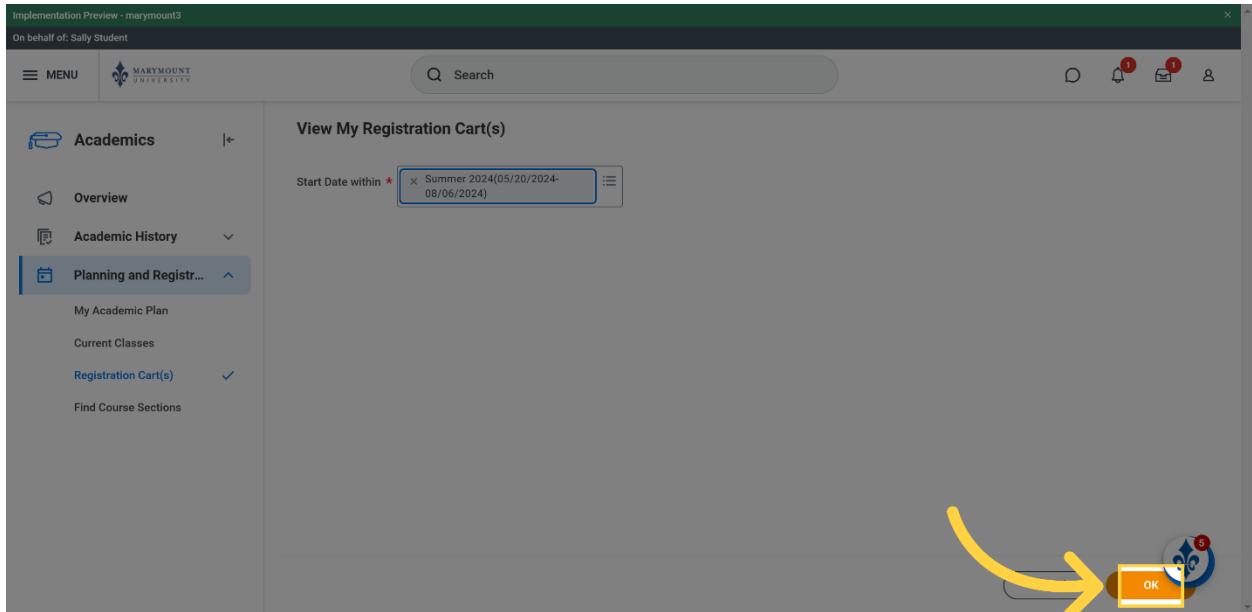
## 5. Choose an Academic Period

Choose the academic period you want to register for. In this example, we will choose the Summer 2024 semester.



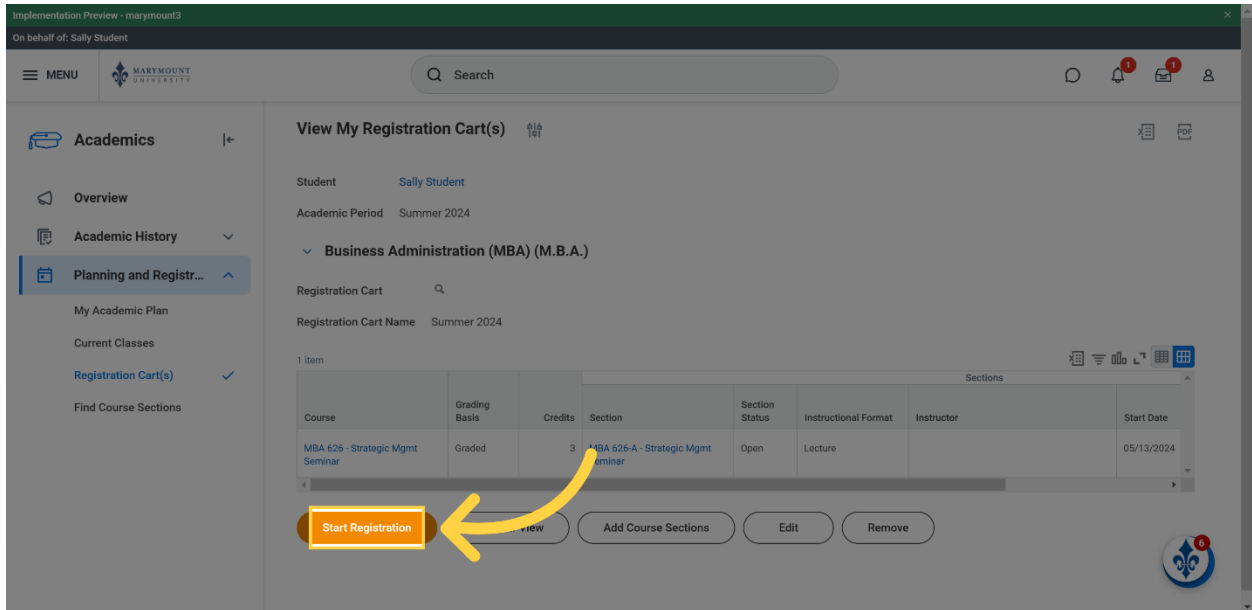
## 6. Click "OK"

Confirm your selection by clicking "OK".



## 7. Click "Start Registration"

You will be presented with the details of the registration cart you created prior to your registration date. Initiate the registration process by selecting "Start Registration".



## 8. Click "Register"

Review the class and section information presented on the screen. If correct, click on the orange "Register" button to register for your class.

The screenshot shows the 'Add Course' interface for 'MBA 626 - Strategic Mgmt Seminar'. The course listing includes the title and '3 Semester Credits'. The description states it is the capstone course in the M.B.A. program. The 'Eligible' checkbox is checked. Below, a table titled 'Lecture' shows one section: 'MBA 626-A - Strategic Mgmt Seminar', which is eligible, open, and meets on 05/13/2024 to 07/27/2024, face-to-face in Ball 3066. At the bottom left, an orange 'Register' button is highlighted with a yellow arrow.

## 9. Click "View Registered Courses"

Note the Successful Registration confirmation at the top of the page. Beneath, you can see the details of the classes you have successfully registered for.

The screenshot shows the 'Successful Registrations' confirmation page. At the top, there is a confirmation message with a checkmark icon. Below, a table titled 'Registered Courses' shows one item: 'MBA 626 - Strategic Mgmt Seminar', with section 'MBA 626-A - Strategic Mgmt Seminar' and location 'Ball 3066'. At the bottom, there are two buttons: 'View Registered Courses' and 'View Student Account'. A yellow box highlights the 'Successful Registrations' header and the table content.

Congratulations! You have successfully registered for classes within Workday! This guide covered the process to register for courses from a registration cart, during your registration appointment.

For additional training materials and videos, please go to:

[HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT](https://my.marymount.edu/quick-links/workday-at-marymount)