

Workday Student Graduate Student Quick Reference Guide

This quick reference guide will cover the tasks that are needed for Graduate students to prepare for and register for classes.

1. Students create/update Registration Cart:

- Log into Workday.
- Scroll to the TOP APPS tile on the main Workday page.
- Click ACADEMICS HUB.
- Click the PLANNING AND REGISTRATION icon on the left side of the screen.
- Click FIND COURSE SECTIONS.
- Choose the semester you are registering for, in the START DATE WITHIN field.
- Populate the ACADEMIC LEVEL field with the academic level of GRADUATE.
- Search for the classes you want to take. Choose or remove filters to narrow down the list of classes displayed.
- Right click on the NAME OF THE CLASS you want to open in a new tab.
- Click ADD TO REGISTRATION CART.
- If you don't already have a registration cart set up, you'll be asked to create one. Enter the name you would like for your registration cart.
- Choose the section of the class you want to register for.
- Click OK. Your class will be in your registration cart, ready for your registration appointment.
- Continue this process to add as many classes as you need to your registration cart for the semester.

NOTE: If you choose classes when the registration period is open, you can register straight from the registration cart or class section. Click START REGISTRATION if the button is available on your cart or in the class section.

2. Check the registration appointment to confirm when your registration period begins:

- Log into Workday.
- Scroll to the TOP APPS tile.
- Click ACADEMICS HUB.
- View the REGISTRATION APPOINTMENTS section of the screen for your date and time to register.

3. Check your account to confirm there are no holds preventing your ability to register for classes:

- Log into Workday.
- Scroll to the TOP APPS tile.
- Click ACADEMICS HUB.
- View the MY HOLDS section under Academics Overview.
- Click on VIEW HOLDS to review the details and instructions for hold resolution.

4. REGISTER from the registration cart

- Log into Workday during your assigned registration appointment.
- Scroll to the TOP APPS tile.

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- Click ACADEMICS HUB.
- Click the PLANNING AND REGISTRATION icon.
- Click REGISTRATION CARTS.
- Choose the semester you are registering for, in the START DATE WITHIN field.
- Click the START REGISTRATION button.
- Check the class and section on the screen to confirm what you intend to register for.
- Click the REGISTER button.
- You will see the classes you have successfully been able to register for.