

Workday Student Undergraduate Student Quick Reference Guide

This quick reference guide will cover the tasks that are needed for Undergraduate 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 MY ACADEMIC PLAN.
- Click CREATE REGISTRATION CART.
- Choose the semester you are registering for, in the START DATE WITHIN field.
- Enter a name for your registration cart.
- Click on a class from the list on the left, to choose the class section you want to register for. Do this for each class you want to register for.
- Click the OK button to add your class sections to your registration cart.
- If you need to add a class not included in your academic plan, follow the steps for updating your registration cart without an academic plan, to add additional classes.

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.
- Click ACADEMICS HUB.
- Click the PLANNING AND REGISTRATION icon.
- Click REGISTRATION CARTS.

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- 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.