



# Schedules - Creating and Registering from a Schedule

## Overview

In Workday, to help plan out your courses for future terms, you can create a schedule at any point before registration opens. The steps below cover how to create a schedule. Once registration begins, you can register for classes directly from the schedule you created.

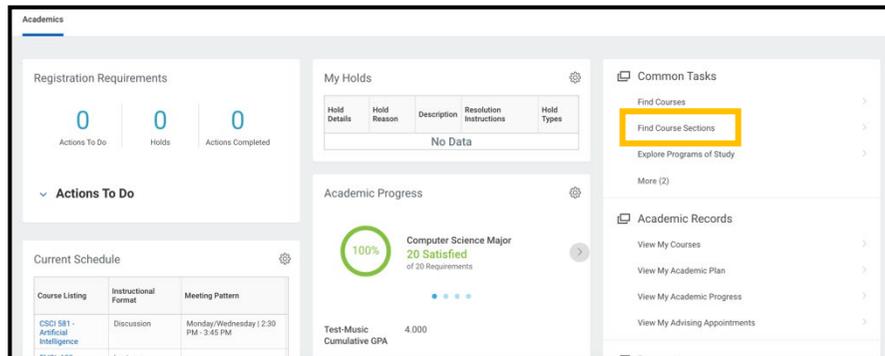
**NOTE:** Creating a schedule will not automatically register you for the course, once registration is open, go to your saved schedule, open the schedule you created and you will now see a **“Start Registration”** button, click to register.

## Create a Schedule Process:

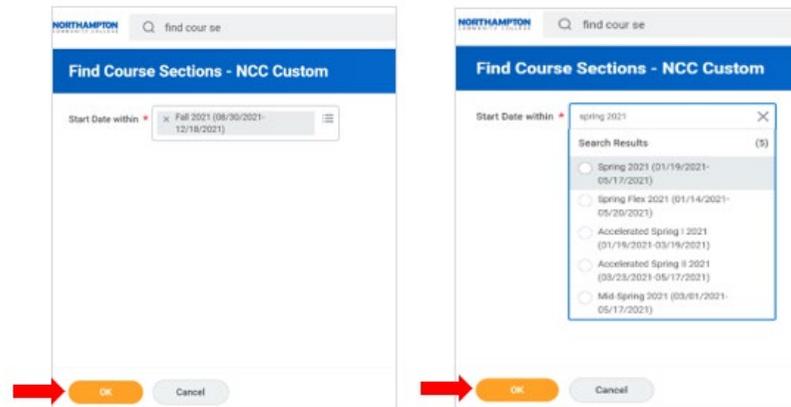
1. From the Workday homepage, click the **“Academics”** application.



2. On your **“Academics”** dashboard, click **“Find Course Sections-NCC Custom”**.



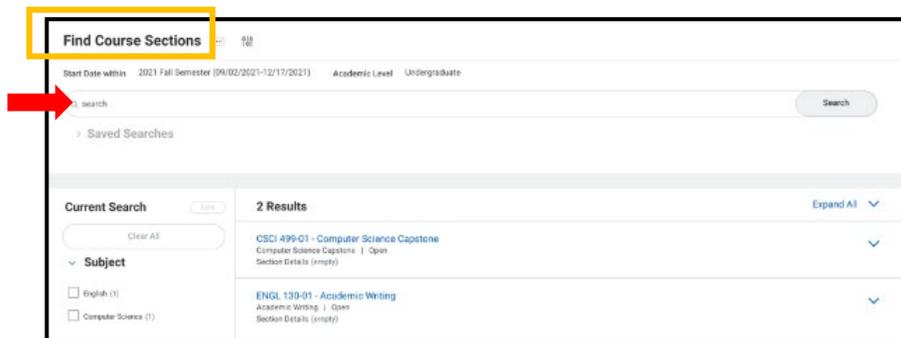
3. The Academic Period that is open for registration will default into the **“Start Date within”** field.
  - a. To see future Academic Periods, click on the **“X”** and type the Academic Period you are looking for into the search field



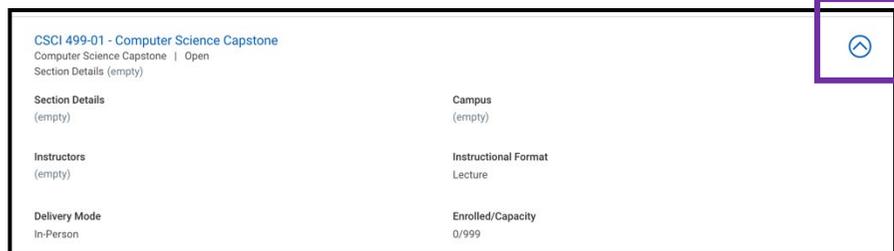
4. Click **OK**.

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- On the **Find Course Sections** report, the course sections for the chosen semester will appear. You can search for a class using the top search bar or narrow the report using the filters on the left side.

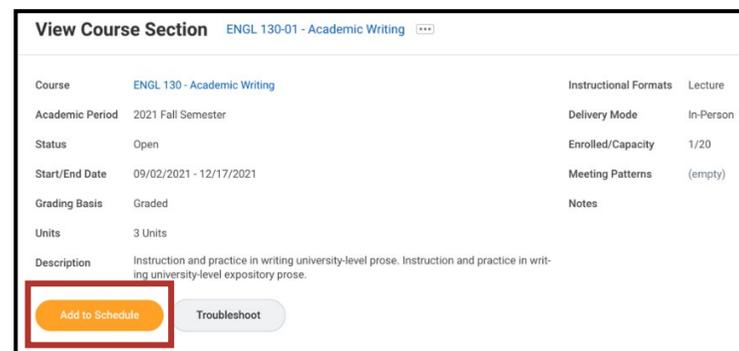


- To see additional information, click the arrow icon next to the course section.

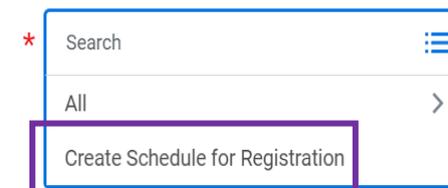
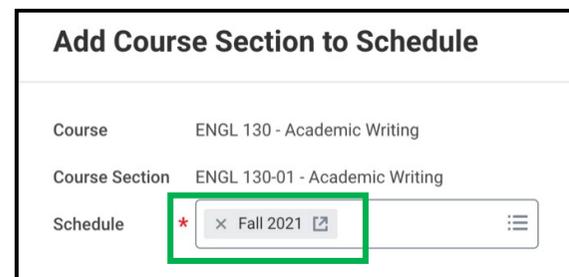


- If you wish to view even more information, or to add this class to the schedule, click the **link** for the course section.

- To add the course to your schedule, click the **Add to Schedule** button.



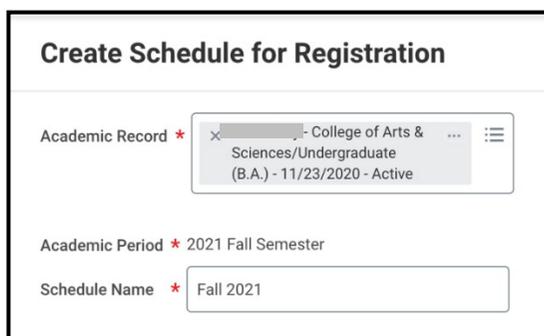
- On the next screen, choose the schedule you wish to add the course section to. If you have not created a schedule yet, click into this field and click **Create Schedule for Registration**, continue with next steps.



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10. Follow the below instructions for the fields on this screen:

- **Academic Record:** Choose the record you wish to create the schedule for. Most commonly there will only be one record; if you have multiple programs of study there may be multiple. **This field is required.**
- **Schedule Name:** Enter a name for the schedule. **This field is required.**



**Create Schedule for Registration**

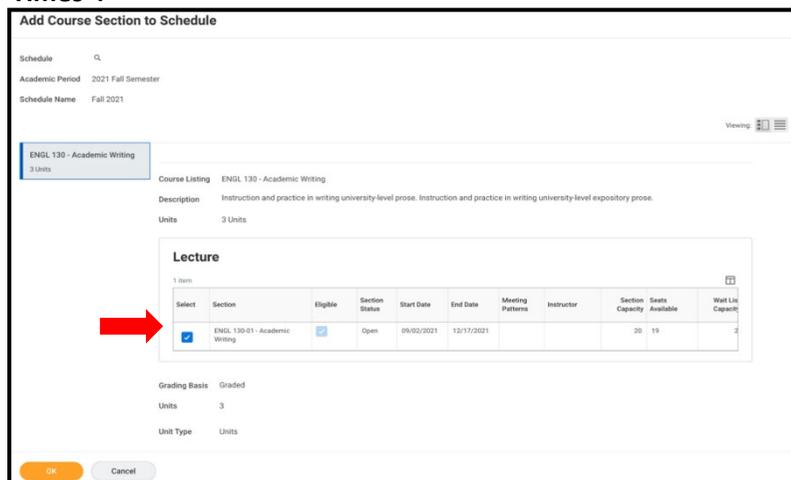
Academic Record \* [College of Arts & Sciences/Undergraduate (B.A.) - 11/23/2020 - Active]

Academic Period \* 2021 Fall Semester

Schedule Name \* Fall 2021

11. Click **“OK”**.

12. Back on the **“Add Course Section to Schedule”** screen, click **“Choose Times”**.



**Add Course Section to Schedule**

Schedule [Fall 2021]

Academic Period 2021 Fall Semester

Course Listing ENGL 130 - Academic Writing

Description Instruction and practice in writing university-level prose. Instruction and practice in writing university-level expository prose.

Units 3 Units

**Lecture**

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ENGL 130-01 - Academic Writing	<input checked="" type="checkbox"/>	Open	09/02/2021	12/17/2021			20	19	2

Grading Basis Graded

Units 3

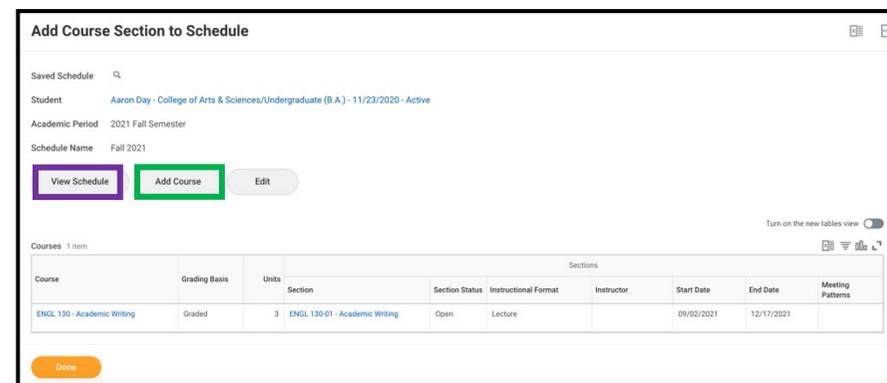
Unit Type Units

**OK** Cancel

13. Select the appropriate course sections you wish to add to the schedule. You may need to select multiple course sections in the case of a class with a lab and a lecture.

14. Click **“OK”**.

15. Now you will see the schedule.



**Add Course Section to Schedule**

Saved Schedule [Fall 2021]

Student Aaron Day - College of Arts & Sciences/Undergraduate (B.A.) - 11/23/2020 - Active

Academic Period 2021 Fall Semester

Schedule Name Fall 2021

**View Schedule** **Add Course** Edit

Turn on the new tables view

Course	Grading Basis	Units	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
ENGL 130 - Academic Writing	Graded	3	ENGL 130-01 - Academic Writing	Open	Lecture		09/02/2021	12/17/2021	

**Done**

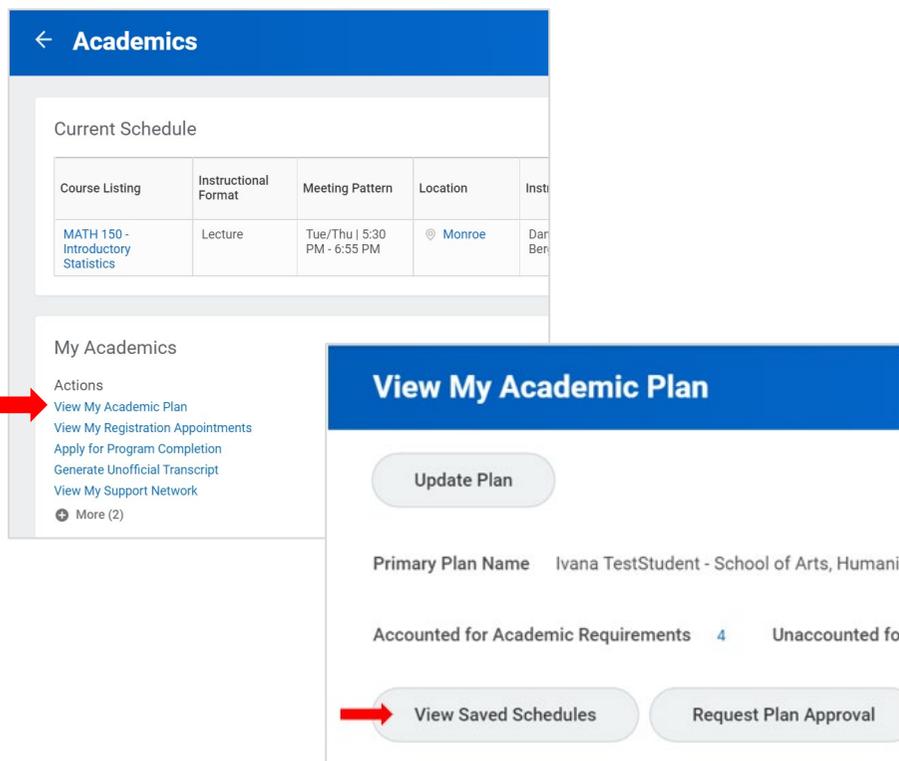
16. To add additional course sections to your schedule, click **Add Course**.

17. To see a weekly view of your current class schedule, click **View Schedule**.

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## Register From a Saved Schedule:

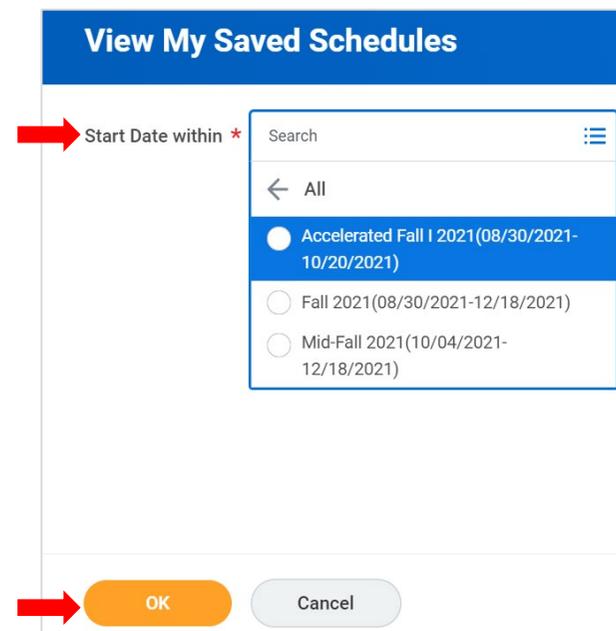
1. When registration begins, open the schedule you created.
  - a. From your **“Home”** page, open the **“Academics”** application
  - b. Under **“My Academics”**, click **“View My Academic Plan”**, then **“View Saved Schedules”**
2. Enter the name of the schedule in the **“Start Date within”** search field or click the list icon to see all saved schedules, click **“OK”**



The screenshot shows the Academics app interface. At the top, there is a blue header with a back arrow and the text 'Academics'. Below this, there is a section for 'Current Schedule' with a table of course listings. The table has columns for 'Course Listing', 'Instructional Format', 'Meeting Pattern', 'Location', and 'Inst'. One row is visible for 'MATH 150 - Introductory Statistics'.

Below the current schedule is a 'My Academics' section with a list of actions: 'View My Academic Plan', 'View My Registration Appointments', 'Apply for Program Completion', 'Generate Unofficial Transcript', and 'View My Support Network'. A red arrow points to 'View My Academic Plan'.

The 'View My Academic Plan' screen is shown in a separate window. It has a blue header with the text 'View My Academic Plan'. Below the header is an 'Update Plan' button. Underneath, there is a 'Primary Plan Name' field with the value 'Ivana TestStudent - School of Arts, Human...'. Below that is a section for 'Accounted for Academic Requirements' with a count of '4' and 'Unaccounted fo...'. At the bottom, there are two buttons: 'View Saved Schedules' (highlighted with a red arrow) and 'Request Plan Approval'.



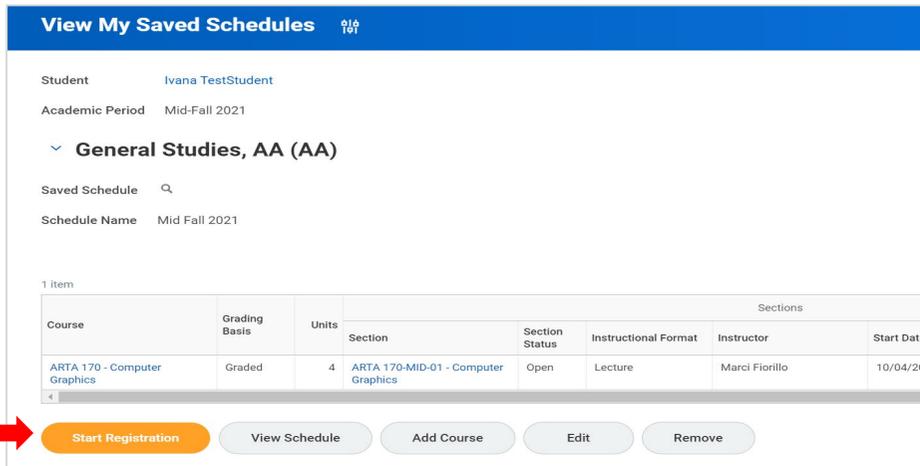
The screenshot shows a search dialog titled 'View My Saved Schedules'. It has a blue header with the text 'View My Saved Schedules'. Below the header is a search field with the text 'Start Date within \*' and a search icon. A red arrow points to the search field. Below the search field is a list of saved schedules with radio buttons next to each item:

- Accelerated Fall I 2021(08/30/2021-10/20/2021)
- Fall 2021(08/30/2021-12/18/2021)
- Mid-Fall 2021(10/04/2021-12/18/2021)

At the bottom of the dialog are two buttons: 'OK' (highlighted with a red arrow) and 'Cancel'.

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3. Confirm the courses you want to register for are listed, click on the **“Start Registration”** button.



**View My Saved Schedules** 2/19 10/1

Student: Ivana TestStudent  
Academic Period: Mid-Fall 2021

General Studies, AA (AA)

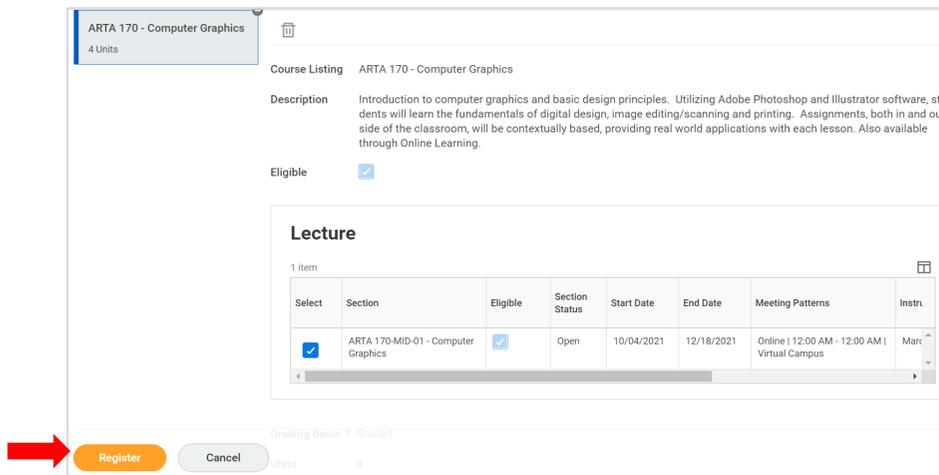
Saved Schedule:   
Schedule Name: Mid Fall 2021

1 item

Course	Grading Basis	Units	Sections				Start Date
			Section	Section Status	Instructional Format	Instructor	
ARTA 170 - Computer Graphics	Graded	4	ARTA 170-MID-01 - Computer Graphics	Open	Lecture	Marci Fiorillo	10/04/2021

**Start Registration** | View Schedule | Add Course | Edit | Remove

4. Click on the **“Register”** button to complete the registration.



**ARTA 170 - Computer Graphics**  
4 Units

Course Listing: ARTA 170 - Computer Graphics

Description: Introduction to computer graphics and basic design principles. Utilizing Adobe Photoshop and Illustrator software, students will learn the fundamentals of digital design, image editing/scanning and printing. Assignments, both in and out side of the classroom, will be contextually based, providing real world applications with each lesson. Also available through Online Learning.

Eligible:

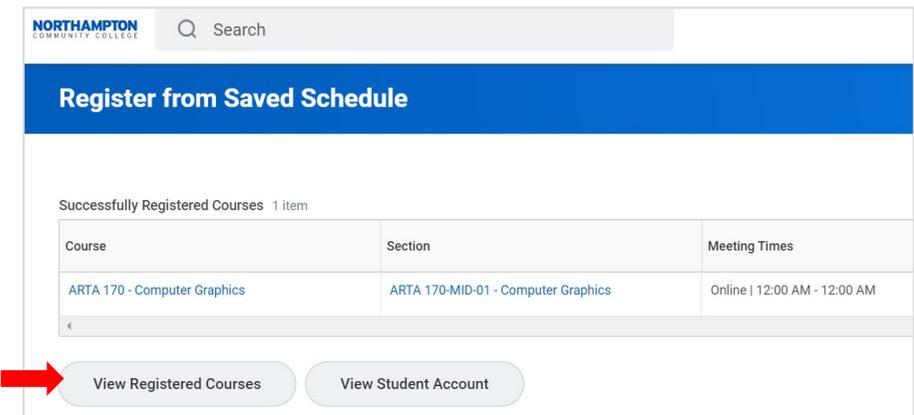
**Lecture**

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instr.
<input checked="" type="checkbox"/>	ARTA 170-MID-01 - Computer Graphics	<input checked="" type="checkbox"/>	Open	10/04/2021	12/18/2021	Online   12:00 AM - 12:00 AM   Virtual Campus	Marci Fiorillo

Grading Basis: Graded  
**Register** | Cancel  
Units: 4

5. The next screen will show the successfully registered course/courses. Click **“View Registered Courses”** to see all courses you are currently registered for.



**Register from Saved Schedule**

Successfully Registered Courses 1 item

Course	Section	Meeting Times
ARTA 170 - Computer Graphics	ARTA 170-MID-01 - Computer Graphics	Online   12:00 AM - 12:00 AM

**View Registered Courses** | View Student Account