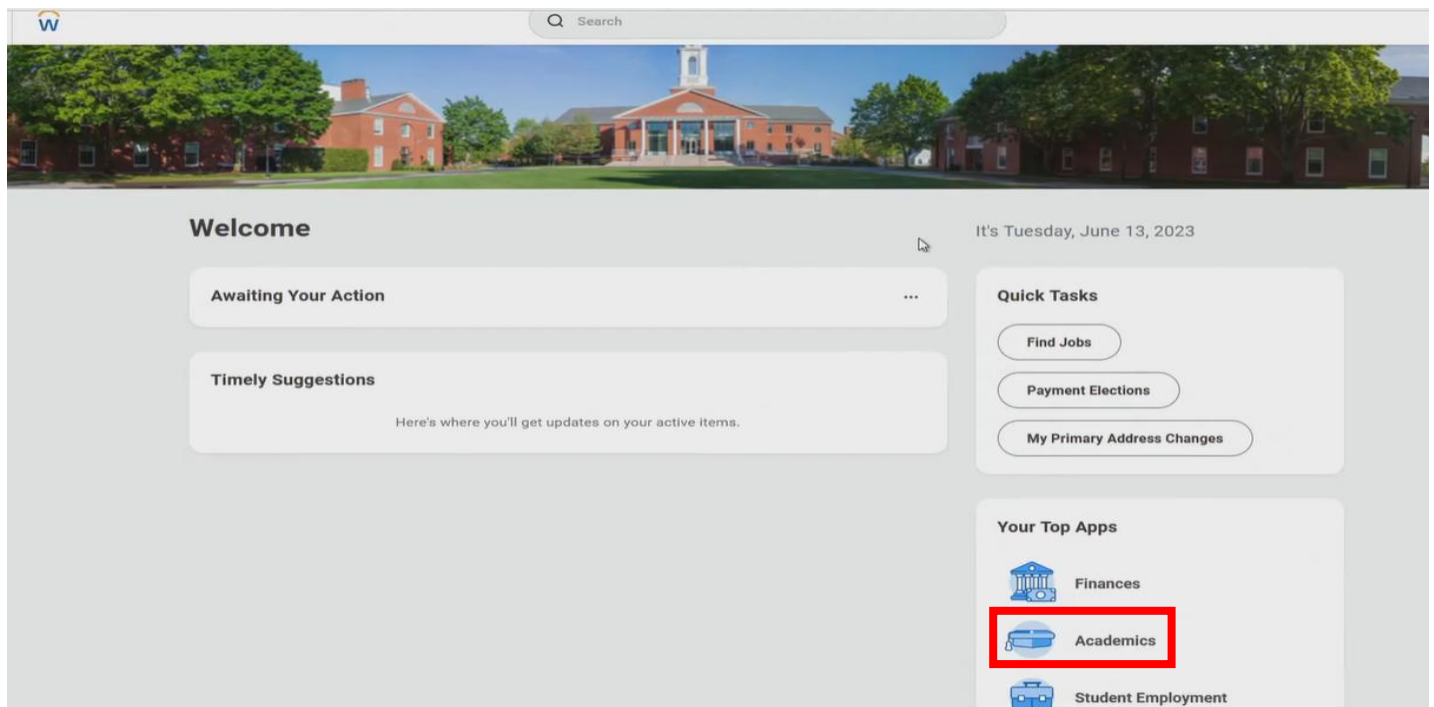
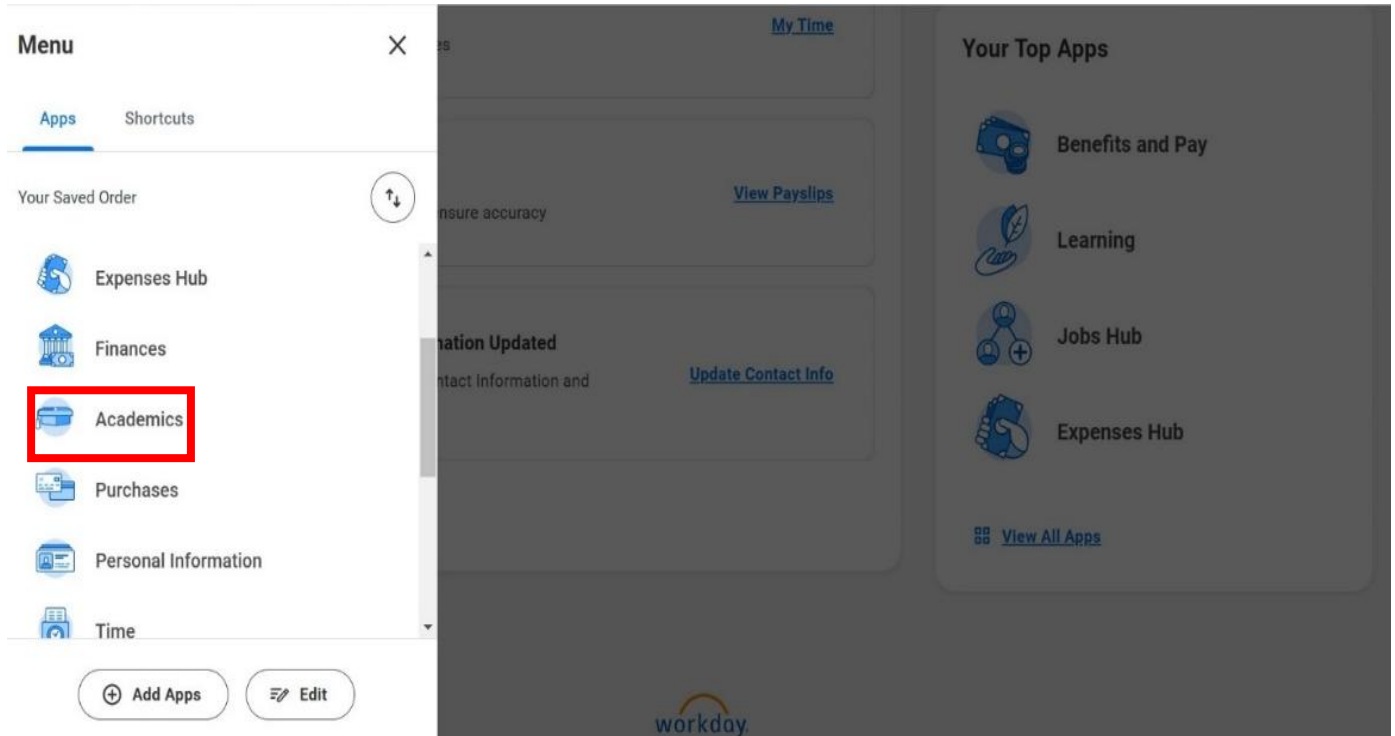


HOW TO REGISTER FROM A SAVED SCHEDULE

Step 1

Select **Academics** from the menu in Workday, either by:

- Top-left menu and select “Academics,” or,
- Click “Academics” from the top apps in the bottom-right corner of your screen (see image below).



Step 2

Click **More** under *Planning and Registration* to select the **View My Saved Schedule** link (shown below).

The screenshot shows the Academics page with a navigation menu on the left and a main content area. The main content area is divided into two columns. The left column contains 'My Holds' (a table with columns: Hold Details, Hold Reason, Description, Resolution Instructions, Hold Types) and 'Upcoming Registration Appointments'. The right column contains 'Planning & Registration' with links: 'View My Courses', 'Bentley Find Course Sections', 'Schedule Planner (undergraduate students only)', and 'More (3)'. A red box highlights the 'More (3)' link. A blue arrow points down from this link to the 'View My Saved Schedules' link in the expanded menu on the right. The expanded menu also includes 'View My Courses', 'Bentley Find Course Sections', 'Schedule Planner (undergraduate students only)', 'View My Saved Schedules', 'Troubleshoot Registration', 'Undergraduate Catalogue', and 'Less (3)'. The 'View My Saved Schedules' link is highlighted with a red box. The 'Upcoming Registration Appointments' section shows 'Economics-Finance - BS (BS)'.

Academics

My Holds

Hold Details	Hold Reason	Description	Resolution Instructions	Hold Types
No items available.				

Upcoming Registration Appointments

Economics-Finance - BS (BS)

Planning & Registration

- View My Courses
- Bentley Find Course Sections
- Schedule Planner (undergraduate students only)
- More (3)**

View My Saved Schedules

- View My Courses
- Bentley Find Course Sections
- Schedule Planner (undergraduate students only)
- View My Saved Schedules**
- Troubleshoot Registration
- Undergraduate Catalogue
- Less (3)

Step 3

You should see the screen shown below, which includes the courses you sent from schedule planner.

2025 Spring Semester (01/21/2025-05/08/2025)

Saved Schedules 1 item

	Saved Schedule	Course Sections	Alerts	Actions
Register	College Scheduler 202501 ACADEMIC_RECORD-3-22752	CS 100-14 - IT in Business EMS 101-2 - Critical Reading and Writing FDS 100-1 - Falcon Discovery Seminar GLS 100-6-H - US Government and Politics MG 116-17 - Human Dynamics	2	Actions

When it is your time to register, **please refresh this page**. After the page loads, you should see the **Register** button in the left-most column.

Be sure you are paying attention to the “Alerts” column!

This column will tell you if you are not eligible for a specific section/course, if there is a time conflict in your courses, and/or if there is a section in your plan that is closed.

2025 Spring Semester (01/21/2025-05/08/2025)

Saved Schedules 1 item

	Saved Schedule	Course Sections	Alerts	Actions
Register	College Scheduler 202501 ACADEMIC_RECORD-3-22752	CS 100-14 - IT in Business EMS 101-2 - Critical Reading and Writing FDS 100-1 - Falcon Discovery Seminar GLS 100-6-H - US Government and Politics MG 116-17 - Human Dynamics	2	Actions

To update your saved schedule (e.g., swap sections or remove a course) —whether due to an alert or another reason—click the “Actions” button. Be sure to save any changes.

2025 Spring Semester (01/21/2025-05/08/2025)

Saved Schedules 1 item

	Saved Schedule	Course Sections	Alerts	Actions
Register	College Scheduler 202501 ACADEMIC_RECORD-3-22752	CS 100-14 - IT in Business EMS 101-2 - Critical Reading and Writing FDS 100-1 - Falcon Discovery Seminar GLS 100-6-H - US Government and Politics MG 116-17 - Human Dynamics	2	Actions Add Course Sections Edit Remove

Step 4

Once you hit the Register button on your Saved Schedule, you will be brought to the following page:

Start Registration from Saved Schedule

Academic Period 2025 Spring Semester (01/21/2025-05/08/2025)

+ Add Course

Viewing: [Grid Icon] [List Icon]

Click here to sort

GLS 100 - US Government and Politics
3 Units

CS 100 - IT in Business
3 Units

EMS 101 - Critical Reading and Writing
3 Units

FDS 100 - Falcon Discovery

Course Listing

GLS 100 - US Government and Politics

Description

Introduces the institutions, background and processes of American national government. Surveys the governmental structures created by the Constitution as well as the informal substructures (parties, interest groups, etc.) that animate our political system.

Eligible

☒

Lecture

Register

Cancel

This page will outline the courses in your saved schedule, along with their sections. **You need to click the Register button to try to secure seats in the courses included in your plan.**

Step 5

On the next screen, review the courses you successfully registered for (as shown below):

MENU W

Q Search

Start Registration from Saved Schedule

Successfully Registered Courses 5 items

Course	Section	Meeting Times	Location
CS 100 - IT in Business	CS 100-3 - IT in Business	M/W 9:30 AM - 10:50 AM	
MG 116 - Human Dynamics	MG 116-4 - Human Dynamics	M/Th 12:30 PM - 1:50 PM	
EMS 354 - Black Cinema	EMS 354-1 - Black Cinema	Th 6:30 PM - 9:10 PM	
FDS 100 - Falcon Discovery Seminar	FDS 100-50 - Falcon Discovery Seminar (How to Thrive in a World of Data and Algorithms)	T/F 11:00 AM - 12:20 PM	
EMS 101 - Critical Reading and Writing	EMS 101-5 - Critical Reading and Writing	M/W 8:00 AM - 9:20 AM	

View Registered Courses

View Student Account

You should see the heading “Successfully Registered Courses,” and then the table below it should display all the classes you are registered for.

IMPORTANT: Look for the *Unsuccessful Registrations* heading to find courses you weren’t registered for. If you find this heading, [watch the video guide on resolving unsuccessful registrations](#) or review the *Completing an Unsuccessful Registration* guide.

If you are waitlisted for a course, it will show in a separate table on this page.

Step 6

Next, select **View Registered Courses** under the table to open the *View My Courses* page in Workday.

OR

My Holds

Hold Details	Hold Reason	Description	Resolution Instructions	Hold Types
No items available.				

Upcoming Registration Appointments

Economics-Finance - BS (BS)

Start Date within	Start Time	End Time	Time Zone
2025 Winter Session (12/30/2024-01/19/2025)	11/04/2024 08:30 AM	01/18/2025 11:59 PM	GMT-05:00 Ea Yorkj
2025 Spring Semester (01/21/2	11/05/2024	01/17/2025	GMT-05:00 Ea

Planning & Registration

- View My Courses**
- Bentley Find Course Sections
- Schedule Planner (undergraduate students only)
- View My Saved Schedules
- Troubleshoot Registration
- Undergraduate Catalogue
- Less (3)

Academic Records

- View My Academic Record
- View My Holds
- Apply for Program Completion

This page shows details of your registered courses, including section, instructor, and meeting times. Click “View Schedule” to view a visual layout and ensure your schedule is manageable.

View My Courses

Undecided Business - BS (BS)

2023 Fall Semester (09/05/2023-12/19/2023)

View Schedule

My Enrolled Courses 5 items

Course Listing	Units	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
CS 100 - IT in Business	3	Graded	CS 100-3 - IT in Business	Lecture	In-Person	M/W 9:30 AM - 10:50 AM	Registered	Tom Connors	09/05/2023	12/11/2023	Drop Swap
MG 116 - Human Dynamics	3	Graded	MG 116-4 - Human Dynamics	Lecture	In-Person	M/Th 12:30 PM - 1:50 PM	Registered	Chris King	09/05/2023	12/11/2023	Drop Swap
EMS 354 - Black Cinema	3	Graded	EMS 354-1 - Black Cinema	Lecture	In-Person	Th 6:30 PM - 9:10 PM	Registered	J. Ken Stuckey	09/05/2023	12/11/2023	Drop Swap
FDS 100 - Falcon Discovery Seminar	3	Graded	FDS 100-50 - Falcon Discovery Seminar (How to Thrive in a World of Data and Algorithms)	Lecture	In-Person	T/F 11:00 AM - 12:20 PM	Registered	Noah Gianfrancesco	09/05/2023	12/11/2023	Drop Swap
EMS 101 - Critical Reading and Writing	3	Graded	EMS 101-5 - Critical Reading and Writing	Lecture	In-Person	M/W 8:00 AM - 9:20 AM	Registered	Courtney Whitel	09/05/2023	12/11/2023	Drop Swap

My Dropped/Withdrawn Courses

Enrolled Units 15

Load Status Full-time

GENERAL RECOMMENDATIONS:

- No more than 2 classes in a row.
- No more than 3 classes in a day.
- No more than 1 evening or double block class to ensure that you are comfortable with this course format.