

## ADDING COURSE(S) TO COMPLETE REGISTRATION (TRANSFER STUDENTS)

If you see course(s) under **Unsuccessful Registrations...**

Register from Saved Schedule				
Unsuccessful Registrations 1 item				
Course	Section	Reason	Seats Available	Meeting Times
GB 214 - Marketing-Operations Fundamentals	GB 214-009 - Marketing-Operations Fundamentals	No seats remaining (closed)	-1	T   3:30 PM - 4:50 PM
Successfully Registered Courses 5 items				
Course	Section	Meeting Times		
GB 112 - Tools and Concepts in Accounting and Finance	GB 112-024 - Tools and Concepts in Accounting and Finance	T/Th   3:30 PM - 4:50 PM		
GB 110 - Legal and Ethical Environment of Business	GB 110-004 - Legal and Ethical Environment of Business	T/F   9:30 AM - 10:50 AM		
IT 101 - Information Technology and Computer System Concepts	IT 101-017 - Information Technology and Computer System Concept	T/Th   5:00 PM - 6:20 PM		
GLS 102 - Comparative Government and Politics	GLS 102-003 - Comparative Government and Politics	M/Th   12:30 PM - 1:50 PM		

...you will have three ways to complete registration in Workday.

- [By using the Bentley Find Course Sections function](#)

**When to use:** Adding a single course at a time.

OR

- [By using SWAP to update your course schedule](#)

**When to use:** Changing a section of a course *or* dropping & adding a new course.

OR

- [By using Schedule Planner](#)

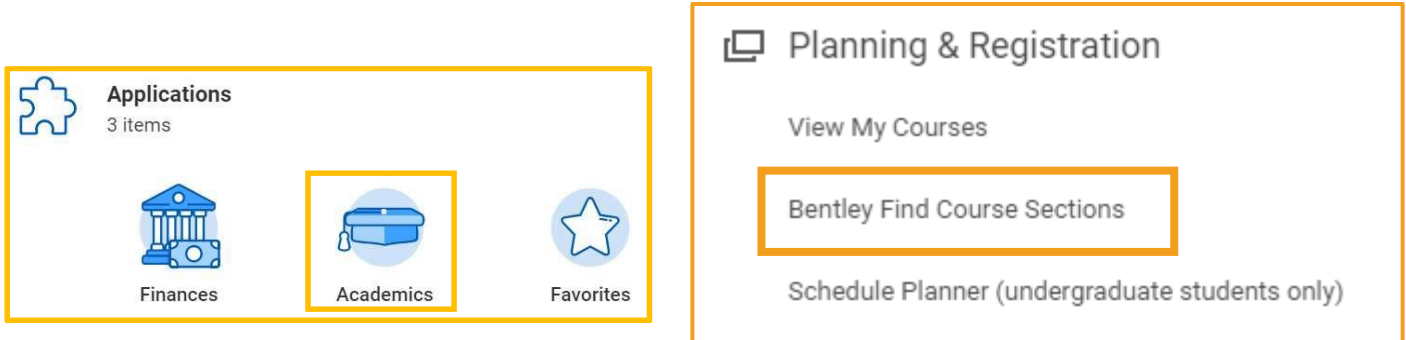
**When to use:** Revisiting your schedule as a whole.



# Using Bentley Find Course Sections

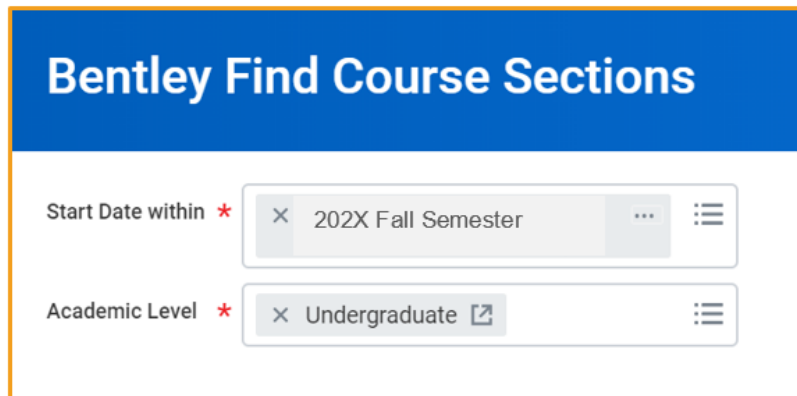
## STEP 1

On the **Academics** screen, look for **Planning & Registration** in the right column and select **Bentley Find Course Sections**.



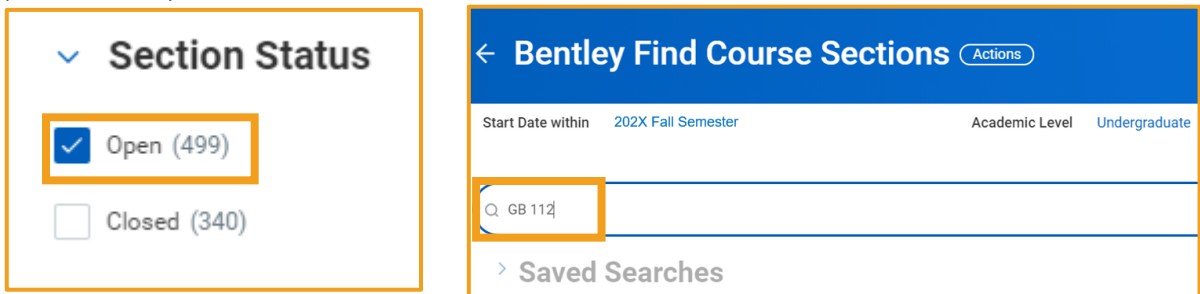
## STEP 2

On the **Bentley Find Course Sections** screen, enter the **Start Date within** (i.e. Fall 202X), and select Undergraduate from the **Academic Level** dropdown menu. Then click OK.



## STEP 3

Filter the results on the left side to find your desired course(s); for example, **Open** under Section Status. You can also type the desired course subject and number in the search bar (i.e. GB 112).



## STEP 4

Click on the **course** information (number and title) to see **View Course Section**.

### GB 112-001 - Tools and Concepts in Accounting and Finance

Tools and Concepts in Accounting and Finance | Open | Stephen O'Leary  
Section Details M/W | 8:00 AM - 9:20 AM

## STEP 5

In **View Course Section**, click the **Register** button at the bottom of the page. If you don't see the **Register** button, you are not eligible to enroll in the course, most likely because you don't meet the eligibility rule, the course is closed, or you don't have a valid registration time.

## View Course Section

GB 112-1 - Tools and Concepts in Accounting and Finance Actions

Course GB 112 - Tools and Concepts in Accounting and Finance

Academic Period Fall Semester

Status Open

Start/End Date

Grading Basis Graded

Units 3 Units

Description The primary objective of this course is to provide a foundational understanding of accounting and finance concepts and tools. This course takes students from double-entry accounting through to an elementary understanding of how to construct financial statements. It introduces the use of these statements as the basis for ratio analysis and budgeting. Students begin their study of the basic time value of money concepts that are the foundation for basic valuation techniques for both financial securities and projects valuation.

Eligibility Student has not met all of the following

Student has satisfied all of the following:

[Student has completed all of the following course(s): GB 112 - Tools and Concepts in Accounting and Finance with grade greater than or equal to C.]

Add to Schedule

Register

## STEP 6

Click the highlighted **Register** button.

The screenshot shows a course registration form. At the top left, a box displays the course name and '3 Units'. Below this, the course listing and description are shown. The 'Eligible' checkbox is checked. A 'Lecture' section contains a table with 5 items. The second item, 'GB 112-2 - Tools and Concepts in Accounting and Finance', is selected with a blue checkmark. At the bottom, the 'Register' button is highlighted with an orange border.

Select	Section	Eligible	Section Status
<input type="checkbox"/>	GB 112-1 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	GB 112-2 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-3 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-4 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-5 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open

On the **Register for Course Section** screen, you will see the course listed under Successfully Registered Courses, confirming your registration. If you have registered for other courses, click **View Registered Courses** to see your full schedule.

The screenshot shows the 'Register for Course Section' confirmation screen. It features a blue header with the title. Below the header, it lists 'Successfully Registered Courses' with one item. A table shows the course and section details. At the bottom, two buttons are visible: 'View Registered Courses' (highlighted with an orange border) and 'View Student Account'.

Course	Section
GB 112 - Tools and Concepts in Accounting and Finance	GB 112-001 - Tools and Concepts in Accounting and Finance

## STEP 7

Once you have completed your registration, select **View Schedule** to see a grid format of your courses. Revisit your schedule to ensure that the timing makes sense for you. As a reminder, we generally do not recommend taking more than two academic courses in a row or more than three academic courses in a day.

### View My Courses

**Undecided Business - BS (BS)**  
**Fall Semester**

View Schedule

My Enrolled Courses 6 items

	Course Listing	Units	Grading Basis	Section	
				Section	Instructional I
🔍	EXP 101L - Expository Writing I: Critical Thinking and Writing with Lab	3	Graded	EXP 101L-003 - Expository Writing I: Critical Thinking and Writing with Lab	Lecture
🔍	GB 110 - Legal and Ethical Environment of Business	3	Graded	GB 110-016 - Legal and Ethical Environment of Business	Lecture
🔍	GLS 101 - Globalization	3	Graded	GLS 101-E01 - Globalization	Lecture

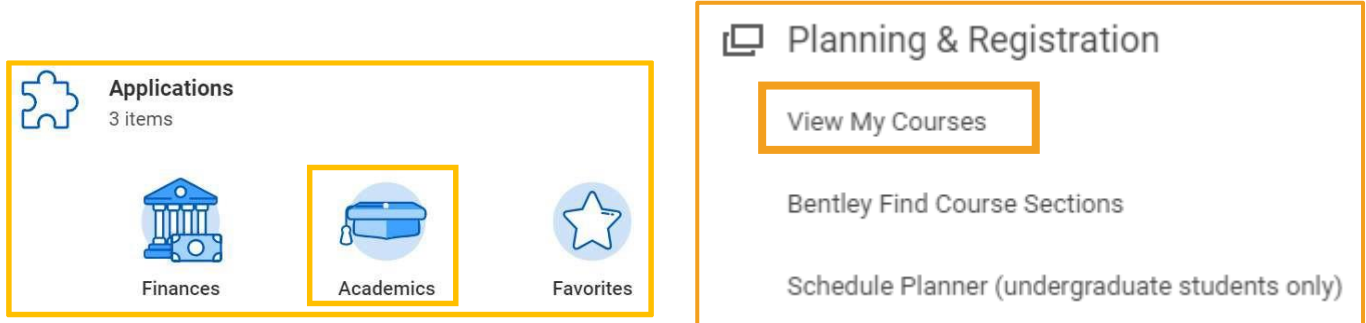
	Sun	Mon	Tue	Wed	Thu	Fri
8 AM						
9 AM						
10 AM			GB 110-004 9:30 AM - 10:50 AM			GB 110-004 9:30 AM - 10:50 AM
11 AM						
12 PM						
1 PM		GLS 102-003 12:30 PM - 1:50 PM			GLS 102-003 12:30 PM - 1:50 PM	
2 PM						
3 PM						
4 PM			GB 112-024 3:30 PM - 4:50 PM		GB 112-024 3:30 PM - 4:50 PM	
5 PM		GB 214-009 5:00 PM - 6:20 PM	IT 101-017 5:00 PM - 6:20 PM	GB 214-009 5:00 PM - 6:20 PM	IT 101-017 5:00 PM - 6:20 PM	
6 PM						



# Using Swap

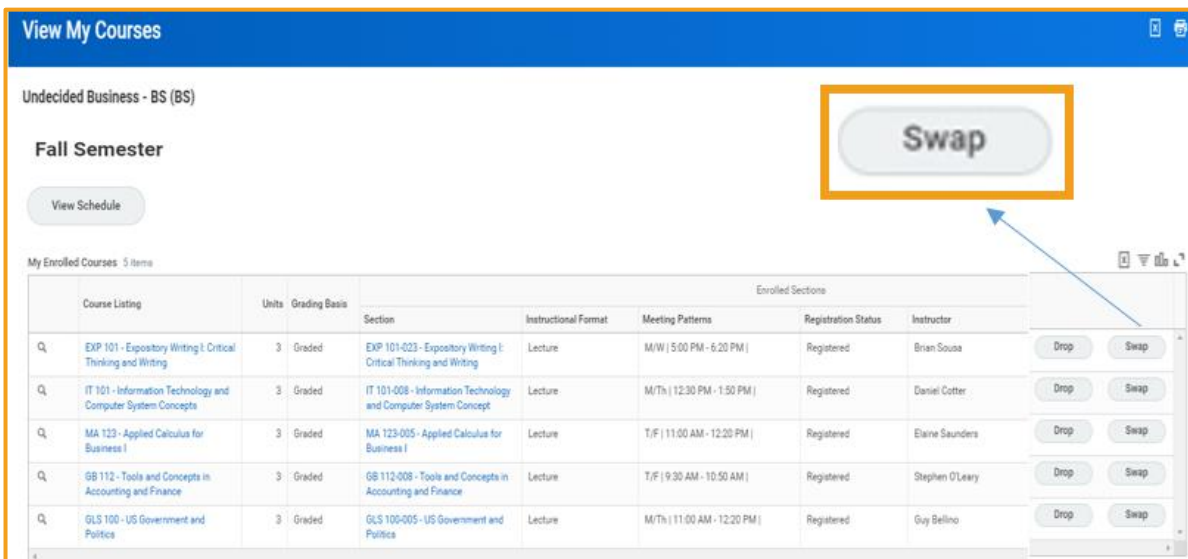
## STEP 1

On the **Academics** screen, look for **Planning & Registration** in the right column and select **View My Courses**.



## STEP 2

In the **My Enrolled Courses** table, select **Swap** at the right of the table. (You may have to scroll to the right.)

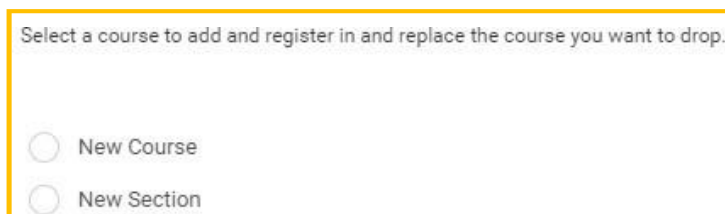


## STEP 3

Select **New Course** if it's a different course. Then go to Step 4A.

**OR**

Select **New Section** if you want a new section of the same course. Then go to Step 4B.



### STEP 4A (New Course)

If it's a **New Course**, type the course subject and number you are looking for in the **Course to Add** dropdown menu. Click **OK** at the bottom of the screen.

Course to Drop PH 253 - Theories of Reality

Course to Add \* search Eligible Yes

× PS 230 - Sports Psychology

OK Cancel

Choose the section of the course by checking the box next to the section name. Then click the **Confirm Swap** checkbox at the bottom of the page (you may have to scroll down the page) and click **OK**.

1 item

Select	Section
<input checked="" type="checkbox"/>	PS 230-001 - Sports Psychology

Confirm Swap \*

OK Cancel

Click **View Registered Courses**.

## Swap Student Course Registration

Successfully Registered Courses 1 item

Course	Section
GLS 105 - US State and Local Government and Politics	GLS 105-002 - US State and Local Government and Politics

View Registered Courses View Student Account



### STEP 4B (New Section)

If it's a **New Section**, click **OK** at the bottom of the **Swap Student Course Registration** screen. Then **unclick your current section** and select the desired section by checking the box next to the course. Then click **OK** at the bottom.

Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

New Course

New Section

Course for Section Swap GB 112 - Tools and Concepts in Accounting and Finance

OK Cancel

<input type="checkbox"/>	GB 112-007 - Tools and Concepts in Accounting and Finance	<input type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-008 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	GB 112-009 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-010 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Closed
<input type="checkbox"/>	GB 112-011 - Tools and Concepts in Accounting and Finance	<input type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-012 - Tools and Concepts in Accounting and Finance	<input type="checkbox"/>	Closed

OK Cancel

Click **Done** on the next screen.

Swap Student Course Registration

For Course GB 112 - Tools and Concepts in Accounting and Finance

Selected Sections GB 112-009 - Tools and Concepts in Accounting and Finance

Successfully Registered Sections 1 item

Section	Meeting Times
GB 112-009 - Tools and Concepts in Accounting and Finance	T/F   9:30 AM - 1

Done





## STEP 5

Once you have completed your registration, select **View Schedule** to see a grid format of your courses. Revisit your schedule to ensure that the timing makes sense for you. As a reminder, we generally do not recommend taking more than two academic courses in a row or more than three academic courses in a day.

### View My Courses

**Undecided Business - BS (BS)**  
**Fall Semester**

[View Schedule](#)

My Enrolled Courses 6 items

	Course Listing	Units	Grading Basis	Section	Instructional I
🔍	<a href="#">EXP 101L - Expository Writing I: Critical Thinking and Writing with Lab</a>	3	Graded	<a href="#">EXP 101L-003 - Expository Writing I: Critical Thinking and Writing with Lab</a>	Lecture
🔍	<a href="#">GB 110 - Legal and Ethical Environment of Business</a>	3	Graded	<a href="#">GB 110-016 - Legal and Ethical Environment of Business</a>	Lecture
🔍	<a href="#">GLS 101 - Globalization</a>	3	Graded	<a href="#">GLS 101-E01 - Globalization</a>	Lecture

	Sun	Mon	Tue	Wed	Thu	Fri
8 AM						
9 AM						
10 AM			GB 110-004 9:30 AM - 10:50 AM			GB 110-004 9:30 AM - 10:50 AM
11 AM						
12 PM						
1 PM		GLS 102-003 12:30 PM - 1:50 PM			GLS 102-003 12:30 PM - 1:50 PM	
2 PM						
3 PM						
4 PM			GB 112-024 3:30 PM - 4:50 PM		GB 112-024 3:30 PM - 4:50 PM	
5 PM		GB 214-009 5:00 PM - 6:20 PM	IT 101-017 5:00 PM - 6:20 PM	GB 214-009 5:00 PM - 6:20 PM	IT 101-017 5:00 PM - 6:20 PM	
6 PM						



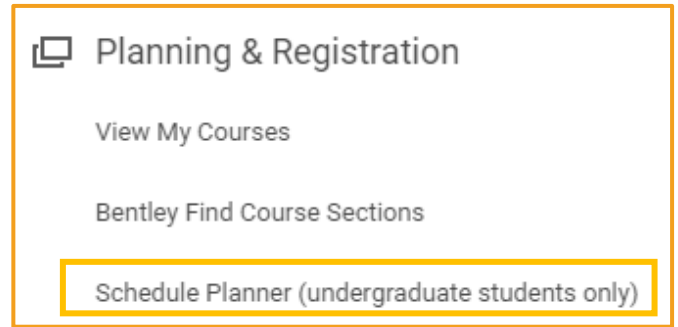
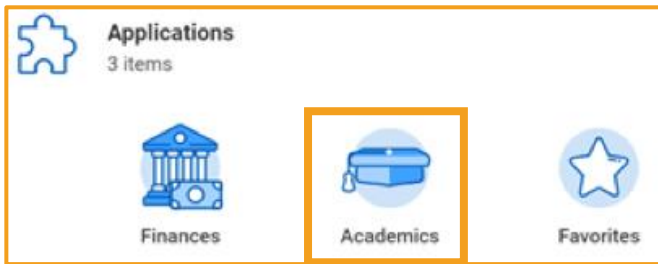
# Using Schedule Planner

## STEP 1

Click on the **W** on the upper left corner of your screen.



Select the **Academics** icon and then **Schedule Planner** under Planning & Registration.



## STEP 2

Once in Schedule Planner, select **Continue Planning Schedule** to return to the main Schedule Planner screen.



## STEP 3

The courses in which you successfully enrolled will be listed under Current Schedule as seen below:

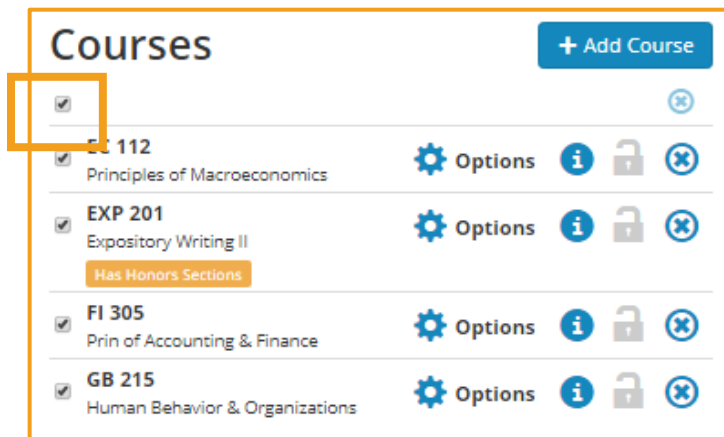
Current Schedule								
<input checked="" type="checkbox"/>	CRN #	Status	Section	Subject	Course	Day(s) & Location(s)	Credits	Day/Evening
<input checked="" type="checkbox"/>	<a href="#">90087</a>	Enrolled	001	EC	112	TF 9:30am - 10:50am	3	Day
<input checked="" type="checkbox"/>	<a href="#">90176</a>	Enrolled	012	EXP	201	TR 3:30pm - 4:50pm	3	Day
<input checked="" type="checkbox"/>	<a href="#">90208</a>	Enrolled	003	FI	305	MW 3:30pm - 4:50pm	3	Day
<input checked="" type="checkbox"/>	<a href="#">90304</a>	Enrolled	002	GB	215	TF 8:00am - 9:20am	3	Day

All courses you previously sent to the shopping cart, whether you successfully enrolled in them or not, will also still be in your shopping cart. You will need to **uncheck all these courses** to clear your shopping cart.

Shopping Cart					
<input checked="" type="checkbox"/>	CRN #	Section	Subject	Course	Day(s) & Location(s)
<input checked="" type="checkbox"/>	<a href="#">90087</a>	001	EC	112	TF 9:30am - 10:50am
<input checked="" type="checkbox"/>	<a href="#">90176</a>	012	EXP	201	TR 3:30pm - 4:50pm
<input checked="" type="checkbox"/>	<a href="#">90208</a>	003	FI	305	MW 3:30pm - 4:50pm
<input checked="" type="checkbox"/>	<a href="#">90304</a>	002	GB	215	TF 8:00am - 9:20am

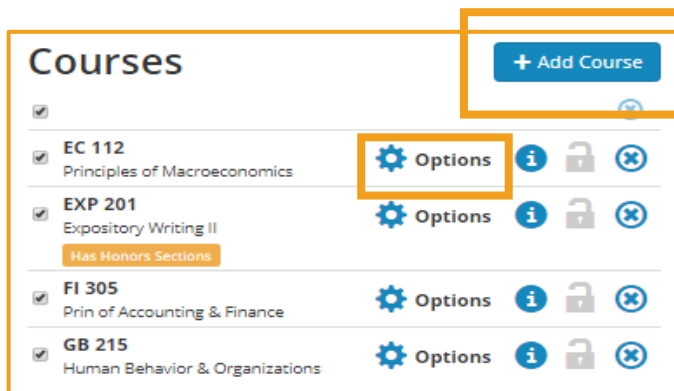
#### STEP 4

In the **Courses** list in Schedule Planner, you must also uncheck any courses already included in your Current Schedule.



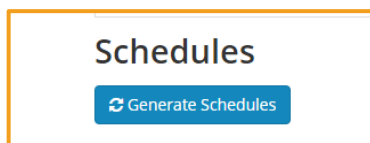
#### STEP 5

Next, add new courses to your Courses list and/or use the **Options** gear to verify you are including all potential sections.



#### STEP 6

You can now click “Generate Schedules” to rerun Schedule Planner to display new schedule options. Make your selection and complete the registration process.



## STEP 7

Once you have completed your registration in Workday, select **View Schedule** to see a grid format of your courses. Revisit your schedule to ensure that the timing makes sense for you. As a reminder, we generally do not recommend taking more than two academic courses in a row or more than three academic courses in a day.

### View My Courses

**Undecided Business - BS (BS)**  
**Fall Semester**

[View Schedule](#)

My Enrolled Courses 6 items

	Course Listing	Units	Grading Basis	Section	
				Section	Instructional
Q	<a href="#">EXP 101L - Expository Writing I: Critical Thinking and Writing with Lab</a>	3	Graded	<a href="#">EXP 101L-003 - Expository Writing I: Critical Thinking and Writing with Lab</a>	Lecture
Q	<a href="#">GB 110 - Legal and Ethical Environment of Business</a>	3	Graded	<a href="#">GB 110-016 - Legal and Ethical Environment of Business</a>	Lecture
Q	<a href="#">GLS 101 - Globalization</a>	3	Graded	<a href="#">GLS 101-E01 - Globalization</a>	Lecture

	Sun	Mon	Tue	Wed	Thu	Fri
8 AM						
9 AM						
10 AM			GB 110-004 9:30 AM - 10:50 AM			GB 110-004 9:30 AM - 10:50 AM
11 AM						
12 PM						
1 PM		GLS 102-003 12:30 PM - 1:50 PM			GLS 102-003 12:30 PM - 1:50 PM	
2 PM						
3 PM						
4 PM			GB 112-024 3:30 PM - 4:50 PM		GB 112-024 3:30 PM - 4:50 PM	
5 PM		GB 214-009 5:00 PM - 6:20 PM	IT 101-017 5:00 PM - 6:20 PM	GB 214-009 5:00 PM - 6:20 PM	IT 101-017 5:00 PM - 6:20 PM	
6 PM						

