

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
EC 111 - Principles of Microeconomics	EC 111-1 - Principles of Microeconomics	Does not meet registration eligibility requirements	81	M/W 8:00 AM - 9:20 AM
Successfully Registered Courses: 5 items				
Course	Section	Meeting Times		
EMS 101 - Critical Reading and Writing	EMS 101-2 - Critical Reading and Writing			
FDS 100 - Falcon Discovery Seminar	FDS 100-1 - Falcon Discovery Seminar			
GLS 101 - Globalization	GLS 101-2 - Globalization	T/F 9:30 AM - 10:50 AM		
LA 100 - Business Law	LA 100-2 - Business Law	T/Th 3:30 PM - 4:50 PM		
CS 100 - Solving Business Problems with Information Technology	CS 100-2 - Solving Business Problems with Information Technology	W 11:00 AM - 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](#)

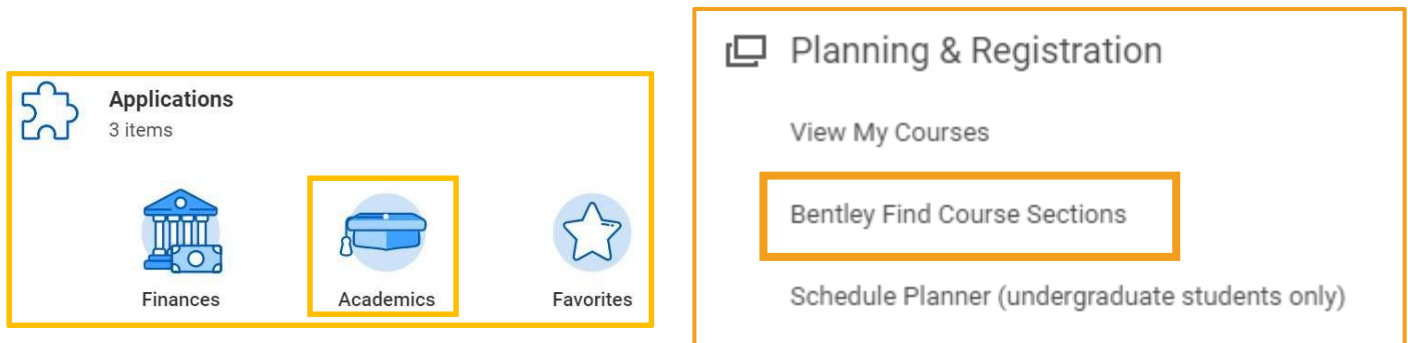
When to use: Revisiting your schedule as a whole.



Using Bentley Find Course Sections

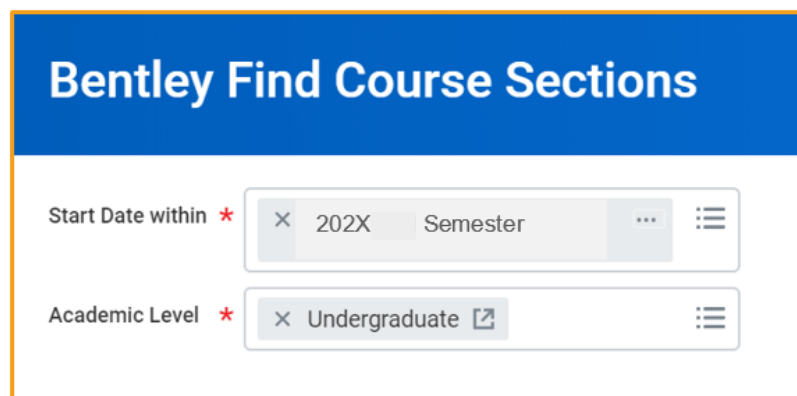
STEP 1

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



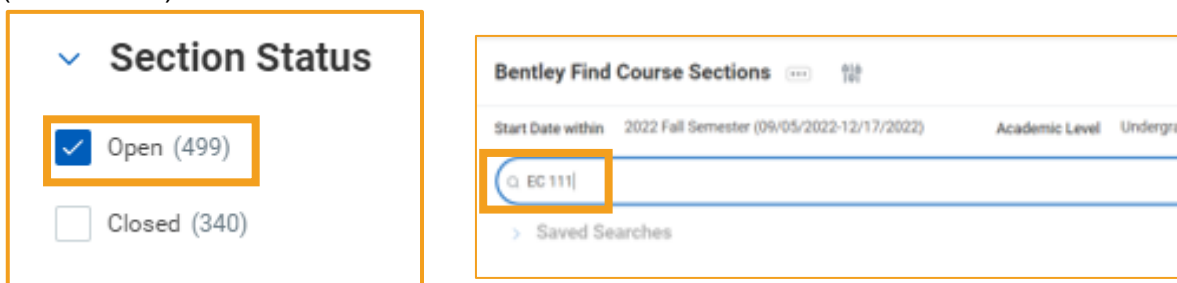
STEP 2

On the **Bentley Find Course Sections** screen, enter the **Start Date within** (i.e. Fall or Spring 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. EC 111).



STEP 4

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

EC 111-1 - Principles of Microeconomics

Principles of Microeconomics | Open | John Edward

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 [EC 111-1 - Principles of Microeconomics](#) ...

Course	EC 111 - Principles of Microeconomics
Academic Period	
Status	Open
Start/End Date	09/05/2022 - 12/17/2022
Grading Basis	Graded
Units	3 Units
Description	Provides students with an understanding of fundamental economic principles and tools. Presents economic analysis with respect to demand, supply, market equilibrium, costs of production and resource pricing. Examines the market structures of pure competition, oligopoly, monopolistic competition and monopoly. Analyzes the markets for labor and capital..
Eligibility	Student has satisfied all of the following: [Student has completed any of the following course(s): MA 123 - Applied Calculus for Business I, MA 123L - Applied Calculus for Business I with Lab, MA 126 - Applied Calculus for Business II, MA 126L - Applied Calculus for Business II with Lab, MA 131 - Calculus I, MA 139 - Calculus II, MA 141 - Accelerated Calculus with Business Applications, MA 233 - Calculus III] Or Student has satisfied all of the following: [Students who specified one or more of these Programs of Study or Program Foci: Exchange Student - Full Year, Exchange Student - Term Only]

[Add to Schedule](#) [Register](#)

STEP 6

Click the highlighted **Register** button.

EC 111 - Principles of Microeconomics

3 Units

Course Listing

EC 111 - Principles of Microeconomics

Description

Provides students with an understanding of fundamental the market structures of pure competition, oligopoly, mon

Units

3 Units

Lecture

11 Items

Select	Section	Eligible	Section Status
<input checked="" type="checkbox"/>	EC 111-1 - Principles of Microeconomics	<input type="checkbox"/>	Open
<input type="checkbox"/>	EC 111-10 - Principles of Microeconomics	<input type="checkbox"/>	Open
<input type="checkbox"/>	EC 111-12-H - Principles of Microeconomics	<input type="checkbox"/>	Open
<input type="checkbox"/>	EC 111-2 - Principles of Microeconomics	<input type="checkbox"/>	Open

Grading Basis

Graded

Units

3

Register

Cancel

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.

Register for Course Section

Successfully Registered Courses

1 item

Course	Section
EC 111 - Principles of Microeconomics	EC 111-1 - Principles of Microeconomics

View Registered Courses

View Student Account

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)

Semester

[View Schedule](#)

My Enrolled Courses 6 items

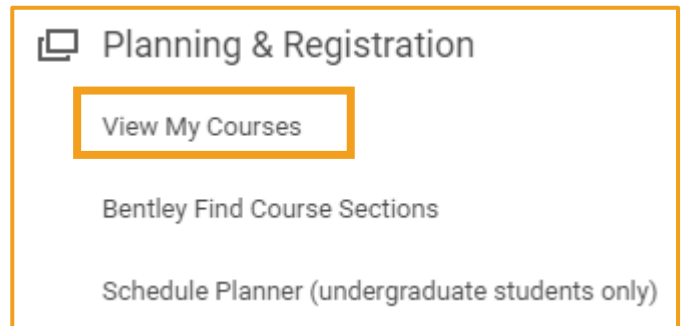
	Course Listing	Units	Grading Basis	Section	Instructional
Q	EMS 101 - Critical Reading and Writing	3	Graded	EMS 101-2 - Critical Reading and Writing	Lecture
Q	CS 100 - Solving Business Problems with Information Technology	3	Graded	CS 100-2 - Solving Business Problems with Information Technology	Lecture
Q	GLS 101 - Globalization	3	Graded	GLS 101-2 - Globalization	Lecture

Mon	Tue	Wed	Thu	Fri
	MA 107 -003 9:30 AM – 10:50 AM			MA 107 -003 9:30 AM – 10:50 AM
GLS 101 - 002 11:00 AM - 12:20 PM	LA 100 - 002 11:00 AM - 12:20 PM		GLS 101 - 002 11:00 AM - 12:20 PM	LA 100 - 002 11:00 AM - 12:20 PM
CS 100 - 002 12:30 PM - 1:50 PM			CS 100 - 005 12:30 PM - 1:50 PM	
EMS 101 - 002 5:00 PM - 6:20 PM		EMS 101 - 002 5:00 PM - 6:20 PM		

Using Swap

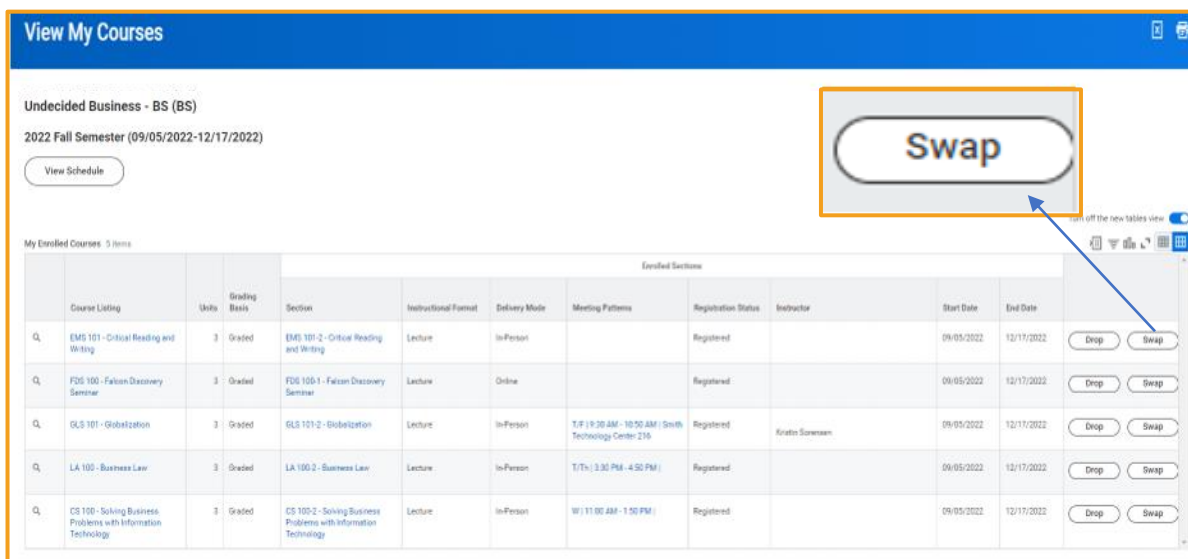
STEP 1

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.

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

☐ New Course

☐ New Section

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.

The screenshot shows a form with the following elements:

- Course to Drop**: LA 100 - Business Law
- Course to Add ***: A dropdown menu with a search bar and a list of items. The selected item is "SO 132 - Issues and Investigations in Sociology".
- Eligible**: Yes
- Buttons**: "OK" (orange) and "Cancel" (grey).

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**.

The screenshot shows a table with the following data:

Select	Section
<input checked="" type="checkbox"/>	SO 132-1 - Issues and Investigations in Sociology

Below the table, there is a "Confirm Swap" checkbox which is checked, and "OK" and "Cancel" buttons.

Click **View Registered Courses**.

The screenshot shows a page titled "Swap Student Course Registration" with the following content:

- Successfully Registered Courses**: 1 item
- | Course | Section |
|---|---|
| SO 132 - Issues and Investigations in Sociology | SO 132-1 - Issues and Investigations in Sociology |
- Buttons**: "View Registered Courses" (orange) and "View Student Account" (grey).

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 GLS 101 - Globalization

OK Cancel

Lecture							
6 items							
Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
<input type="checkbox"/>	GLS 101-1 - Globalization	<input checked="" type="checkbox"/>	Open	09/05/2022	12/17/2022	In-Person	M/W 9:30 AM - 10:50 AM Smith Technology Center 116
<input type="checkbox"/>	GLS 101-2 - Globalization	<input checked="" type="checkbox"/>	Open	09/05/2022	12/17/2022	In-Person	T/F 9:30 AM - 10:50 AM Smith Technology Center 216
<input checked="" type="checkbox"/>	GLS 101-3 - Globalization	<input checked="" type="checkbox"/>	Open	09/05/2022	12/17/2022	In-Person	T/F 11:00 AM - 12:20 PM Smith Technology Center 305
OK Cancel							

Click **Done** on the next screen.

Successfully Registered Sections: 1 item

Section	Meeting Times
GLS 101-3 - Globalization	T/F 11:00 AM - 12:20 PM

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)

Semester

[View Schedule](#)

My Enrolled Courses 5 items

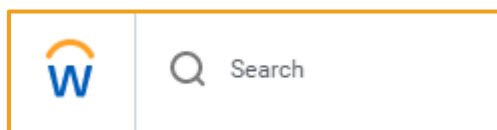
	Course Listing	Units	Grading Basis	Section
Q	EMS 101 - Critical Reading and Writing	3	Graded	EMS 101-2 - Critical Reading and Writing
Q	MA 107 - Applied Calculus for Business	3	Graded	MA 107-3 - Applied Calculus for Business

Mon	Tue	Wed	Thu	Fri
	MA 107 -003 9:30 AM – 10:50 AM			MA 107 -003 9:30 AM – 10:50 AM
GLS 101 - 002 11:00 AM - 12:20 PM	LA 100 - 002 11:00 AM - 12:20 PM		GLS 101 - 002 11:00 AM - 12:20 PM	LA 100 - 002 11:00 AM - 12:20 PM
CS 100 - 002 12:30 PM - 1:50 PM			CS 100 - 005 12:30 PM - 1:50 PM	
EMS 101 - 002 5:00 PM - 6:20 PM		EMS 101 - 002 5:00 PM - 6:20 PM		

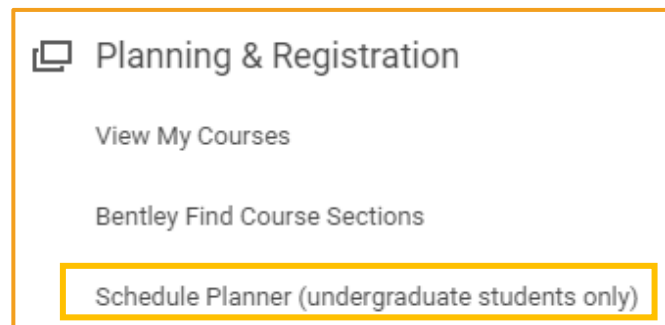
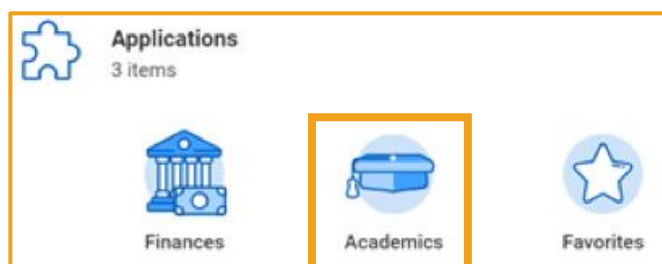
Using Schedule Planner

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:

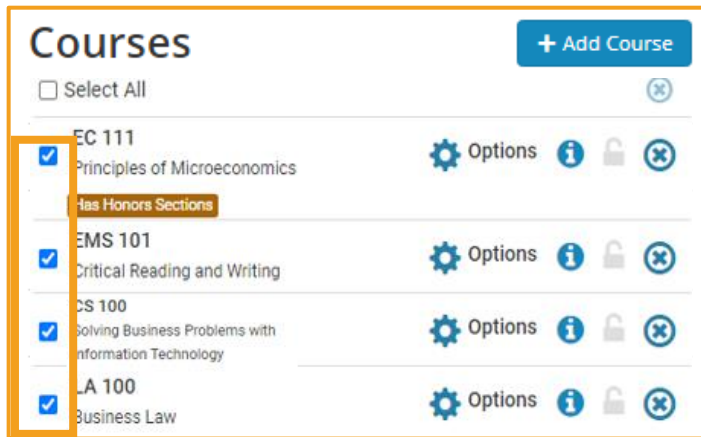
Current Schedule								
<input checked="" type="checkbox"/>	CRN #	Status	Section	Subject	Course	Day(s) & Location(s)	Credits	Day/Evening
<input checked="" type="checkbox"/>	90087	Enrolled	001	EC	112	TF 9:30am - 10:50am	3	Day
<input checked="" type="checkbox"/>	90176	Enrolled	012	EMS	101	TR 3:30pm - 4:50pm	3	Day
<input checked="" type="checkbox"/>	90208	Enrolled	003	CS	100	MW 3:30pm - 4:50pm	3	Day
<input checked="" type="checkbox"/>	90304	Enrolled	002	LA	100	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"/>	90087	001	EC	112	TF 9:30am - 10:50am
<input checked="" type="checkbox"/>	90176	012	EMS	101	TR 3:30pm - 4:50pm
<input checked="" type="checkbox"/>	90208	003	CS	100	MW 3:30pm - 4:50pm
<input checked="" type="checkbox"/>	90304	002	LA	100	TF 8:00am - 9:20am

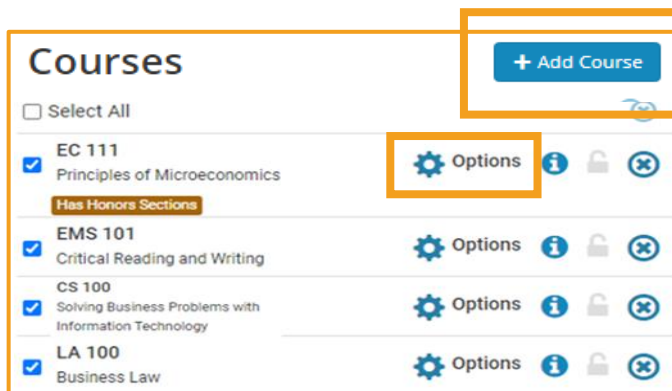
STEP 4

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



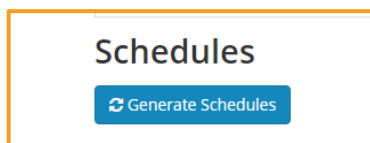
STEP 5

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)

Semester

[View Schedule](#)

My Enrolled Courses 5 items

	Course Listing	Units	Grading Basis	Section
🔍	EMS 101 - Critical Reading and Writing	3	Graded	EMS 101-2 - Critical Reading and Writing
🔍	FDS 100 - Falcon Discovery Seminar	3	Graded	FDS 100-1 - Falcon Discovery Seminar

Mon	Tue	Wed	Thu	Fri
	MA 107 -003 9:30 AM – 10:50 AM			MA 107 -003 9:30 AM – 10:50 AM
GLS 101 - 002 11:00 AM - 12:20 PM	LA 100 - 002 11:00 AM - 12:20 PM		GLS 101 - 002 11:00 AM - 12:20 PM	LA 100 - 002 11:00 AM - 12:20 PM
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EMS 101 - 002 5:00 PM - 6:20 PM		EMS 101 - 002 5:00 PM - 6:20 PM		