Student Advising & Records: Register for Course Sections

PURPOSE

NOTE: These procedures are dependent upon your eligibility to enroll. If you are unable to register for courses using these processes, please schedule an appointment with your Academic Advisor.

Register by: Find Course Sections

1. Open your Academics application on your Workday homepage.

2. Under the Planning & Registration card on the right, click on Find Course Sections.

3. Complete all required fields:
   a. **Start Date within**: Type the term and year you wish to search during (Ex: Spring 2020) and press enter. Select the Academic Period desired.
   b. **Academic Level**: Select all Academic Levels you would like to search for courses in.

   c. **Campus Locations**: This is an optional field that you can narrow your search to only show courses offered at a specific campus.

4. Click OK at the bottom of the page.

5. Search for course sections by typing the course code or name of the course in the search field and click the Search button. You can also use the filters on the left to help narrow your search.

   NOTE: If searching for classes in a shortened academic period (EX: Spring 14 week), click the Academic Periods category on the left and then select the shortened term desired.
6. Click on the title of the course section (in blue text) you would like to register for.

7. Click the **Register** button at the bottom of the page.

   **NOTE:** The **Register** button will not appear if you are not eligible (due to holds, unsatisfied pre-requisite courses, placement scores, etc.) or if you are not within your Registration Appointment window. Please make an appointment with your Academic Advisor if you are unable to register and believe this to be in error.

8. Review the selection information displayed and make any adjustments needed. Click **Register** at the bottom of the page to complete registration for this course section.

9. Repeat steps 2-8 to add all additional course sections you wish to register for this Academic Period.