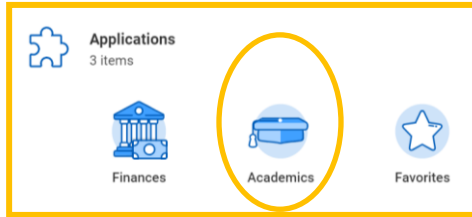


# Building a Schedule in Workday using Schedule Planner

## Registering for Your Next Semester Courses

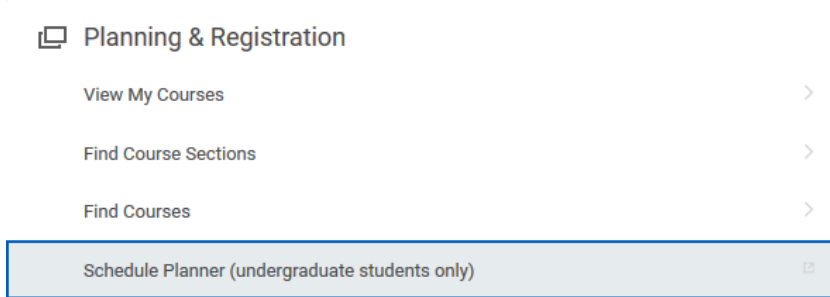
### STEP 1

After logging into Workday, select **Academics**.



### STEP 2

Under **Planning & Registration** in the right panel, select **Schedule Planner (for undergraduate students only)**



### STEP 3

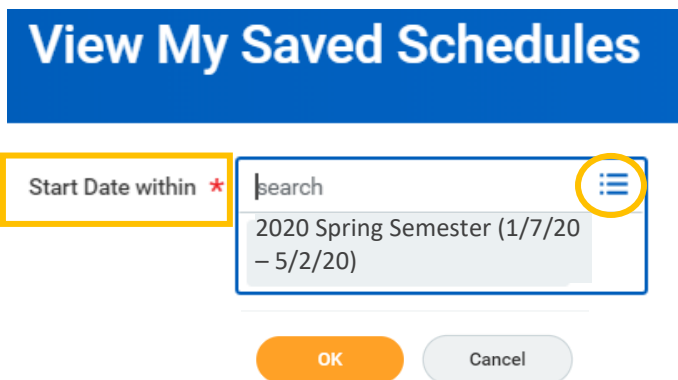
Utilize **Scheduler Planner** as you have in the past to select your desired schedule  
*Remember to exclude sections you don't want or can't take by clicking the **Options Gear** to narrow your search results*



Once you have decided on a schedule, click **Send to Shopping Cart** in Schedule Planner – you will be returned to Workday.

### STEP 4

In **Workday**, under **View My Saved Schedules**, select 2020 Spring Semester in the **Start Date within** drop down menu. Select **OK** below.



## STEP 5

Click **Start Registration**

(Note: The **Schedule Name** will look something like “College Scheduler B01234567\_UC\_201709”).

Course	Units	Sections						
		Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
GLS 102 – Comparative Government & Politics	3	GLS 102-001 – Comparative Government & Politics	Open	Lecture				M/W   8:00 AM - 10:50 AM
HI 383 – World War II	3	HI 383-002 – World War II	Open	Lecture				T   11:00 AM - 12:20 PM
IDCC 370 – Web Design I: Information Design, Principles and Practice	3	IDCC 370-002 – Web Design I: Information Design, Principles and Practice	Open	Lecture				T/F   9:30 AM - 10:50 AM
NASE 314 – Coastal Biology of Cape Cod	3	NASE 314-004 – Coastal Biology of Cape Cod	Open	Lecture				T/F   8:00 AM - 9:20 AM
PS 311 – Social Psychology	3	PS 311-005 – Social Psychology	Open	Lecture				W   6:30 PM - 9:10 PM

Start Registration
View Schedule
Add Course
Edit
Remove

## STEP 6

Under **Register from Saved Schedule**, at the bottom of the page, click **Register**.

Register
Cancel

## STEP 7

Once you have registered, you can **View your Registered Courses** and **View Schedule** in calendar format.

Register from Saved Schedule
View My Courses

View Registered Courses

**Undecided Business - BS (BS)**  
**2020 Spring Semester (01/13/2020-05/07/2020)**  
View Schedule

If you are not successful in registering for your full schedule in your first attempt, see the guide “Adding Course(s) to Complete Registration” for tips.

