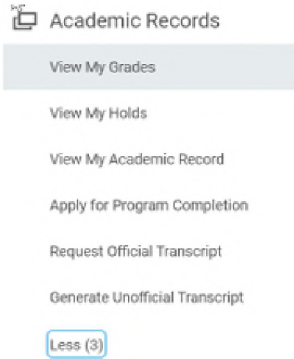



**Workday Students allows students to look for and register for courses, and check their academic records and more. Here is a quick guide and helpful tips on how to:**

**Check holds**

1. From profile page, click  Academics
2. Under Academic Records tile, click View My Holds



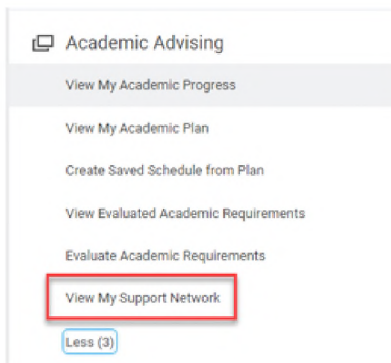
**Check My Registration Day and Time**

1. From profile page, click  Academics
2. Click Planning and Registration
3. Click View My Registration Appointments




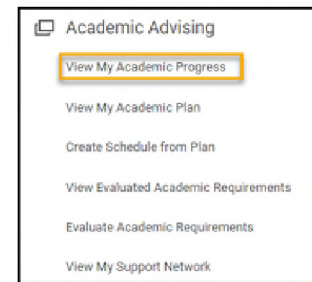
**Find my Faculty Advisor**

1. From profile page, click  Academics
2. Under Academic Advising, click View my Support Network



**Check my Academic Progress (Formerly Degree Audit)**


1. From profile page, click  Academics
2. Under Academic Advising, click View my Academic Progress



3. You will be able to view your major grid, minor if applicable, and Pathways requirements

- **Requirements:** Name of Requirement.
- **Status:** identifies requirement as not satisfied, in progress or satisfied.
- **Remaining:** number of units still needed to complete requirement.
- **Satisfied With:** courses that have satisfied / will satisfy a requirement. In progress and Transfer Credit courses are noted in parentheses.

## Search for classes

1. From profile page, click  Academics
2. Click - SCU Find Course Sections

 Planning & Registration

**SCU Find Course Sections**

3. Academic Periods: Enter in Quarter and Year and Academic

**SCU Find Course Sections**


Academic Periods \*

Academic Level \*

Level Undergraduate.

4. You can search two ways:
  - a. Type course in search bar
  - b. Click Course Tags to see what courses fill Requirement titles like Pathways, Core, or Major

## Create a schedule

1. From the profile page, click  Academics
2. Under Planning and Registration, click SCU Find Course Sections (see search for classes)

 Planning & Registration

**SCU Find Course Sections**

View My Courses

Find Courses

3. Choose the desired Academic Period and Academic Level and click OK.

**SCU Find Course Sections**

Academic Periods \*

Academic Level \*

OK

Cancel

4. Select your desired course by clicking the name with the hyperlink
5. Click the Add to Saved Schedule button.
  - a. Create schedule for registration. To create a schedule, enter a Schedule Name and click OK. (Example: Fall 2023 Plan 1)

**Add Course Section to Schedule**

Course

Course Section

Schedule \*

Choose Times

Cancel

- b. Click the Choose Times button, and review information then click okay.

**Add Course Section to Schedule**

Schedule

Academic Period Spring 2023 Quarter

Schedule Name Schedule 1

ENGL 12A - Cultures and Ideas II

Course Listing ENGL 12A - Cultures and Ideas II

Description A two-course sequence focusing on a major theme in human experience and culture over a significant period of time. Courses emphasize either broad global interconnections or the connections of Western culture in its global context. Courses may address Cross Cultural Contact, Nature and Imagination, and other topics.

OK Cancel

6. On the next screen you can use the corresponding buttons to View Schedule, Edit schedule, or Start Registration.
  - a. If you want to add a course to your schedule use the browser back button or go back to the SCU Find Course Sections task by entering it in the Universal Search or from your Academics app.
7. Click Done when finished.
8. Repeat by adding all your courses to your saved schedule. We recommend making different saved schedules to minimize time to register for courses that fill up.

## Register for Courses

1. When your registration Appointment begins, a start registration button will appear on your saved schedule

1 item

Course	Grading Basis	Units	Section	Section Status	Instructional Format
ENGL 12A - Cultures and Ideas II	Graded	4	ENGL 12A-03 - Cultures and Ideas II ((De)Colonial Narratives)	Open	Lecture

[Start Registration](#)
[View Schedule](#)
[Add Course](#)
[Edit](#)
[Remove](#)

2. Click Start Registration
3. Each of the courses from your schedule will appear on the *Register from Saved Schedule* screen. You can use the trash can icon to remove the course section.
4. When you are ready to register, click Register.

**ENGL 12A - Cultures and Ideas II**  
4 Quarter Units

**Course Listing** ENGL 12A - Cultures and Ideas II

**Description** A two-course sequence focusing on a major theme in human experience and culture over a significant period of time. Courses emphasize either broad global interconnections or the construction of Western culture in its global context. Courses may address Cross Cultural Contact; Nature and Imagination; and other topics.

**Eligible**

**Lecture**

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
<input checked="" type="checkbox"/>	ENGL 12A-03 - Cultures and Ideas II ((De)Colonial Narratives)	<input checked="" type="checkbox"/>	Open	04/03/2023	06/07/2023	In-Person	

[Register](#)
[Cancel](#)

5. If it was successful, you will see a Successfully Registered Course or Waitlist course grid.

**Register from Saved Schedule**

Successfully Registered Courses 1 item

Course	Section
ENGL 12A - Cultures and Ideas II	ENGL 12A-03 - Cultures and Ideas II ((De)Colonial Narratives)

[View Registered Courses](#)
[View Student Account](#)

6. If you received an error message, you can click the message to find out why you couldn't register for the course. The system will not allow you to register without resolving these items.

## Sign up for a Waitlist

1. From the profile page, click Academics
2. Under Planning and Registration, click SCU Find Course Sections (see search for classes)

[SCU Find Course Sections](#)

[View My Courses](#)

[Find Courses](#)

3. Choose the desired Academic Period and Academic Level and click OK.

SCU Find Course Sections

Academic Periods \*

Academic Level \*

[OK](#)

[Cancel](#)

4. Once you have filtered the results to your desired class, there will be three options to describe the section status of each course: Open, Closed, or Waitlist.

Course Section	Course Subject	Course Number	Section Number	Section Status
ACTG 12-2 - Introduction to Managerial Accounting (-)	Accounting	12	2	Open
ACTG 12-3 - Introduction to Managerial Accounting (-)	Accounting	12	3	Waitlist

5. If a class is waitlisting, select the course that you wish to join and click "register."
6. If it was successful, you will view a screen of the courses you were waitlisted in called your Waitlisted Registrations

**Register for Course Section**

There are courses that you were waitlisted in. Review your waitlisted registrations so that you can take appropriate action.

Waitlisted Courses 1 item

Course	Section	Section Capacity	Me
COMM 1 - Communication in Everyday Life	COMM 1-3 - Communication in Everyday Life (-)	25	T T

[View Registered Courses](#)

[View Student Account](#)