

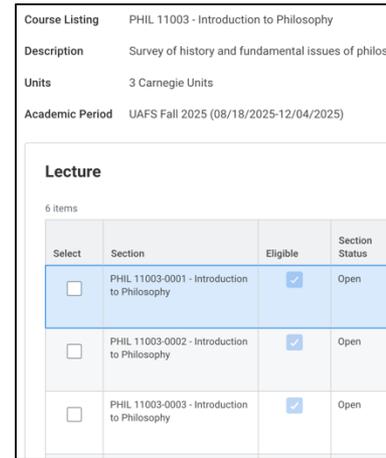
This quick reference guide (QRG) provides instructions on how to create and save a future class schedule in Workday.

## CREATE A SAVED SCHEDULE FROM ACADEMIC PLAN

If you already have an academic plan, either that your advisor created or that you created yourself, you can then make a Saved Schedule of the sections of each course you would like to register for. From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Academics** from your left menu.
4. Click the **Plan** tab.
5. Click the **Create Saved Schedule** button.
6. Choose the semester you wish to create a saved schedule for using the **Start Date within** dropdown list.
7. Click **OK**.
8. Enter a **Saved Schedule Name**. We recommend naming the schedule, the term and year you are making the schedule for, and the current date you are making the schedule. For example: Fall 2025 - 3/15/24
9. Click **OK**.

10. The courses displayed will be from your Academic Plan. For each course, check the **Select** checkbox for the section of the course you would like to add to your saved schedule.



Course Listing	PHIL 11003 - Introduction to Philosophy		
Description	Survey of history and fundamental issues of philosophy		
Units	3 Carnegie Units		
Academic Period	UAFS Fall 2025 (08/18/2025-12/04/2025)		
<b>Lecture</b>			
6 items			
Select	Section	Eligible	Section Status
<input type="checkbox"/>	PHIL 11003-0001 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	PHIL 11003-0002 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	PHIL 11003-0003 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open

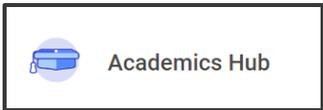
11. Repeat for each course on your plan. Workday will let you know if you select sections that overlap in time so you can pick a different one that does not overlap.
12. After sections for all courses have been selected, click **OK**.
13. Once your registration appointment is open, return to the Plan tab and select View Saved Schedules. You will be taken to your Saved Schedules and can utilize the Register button to register for the courses.

## CREATE A SAVED SCHEDULE FROM FIND COURSE SECTIONS

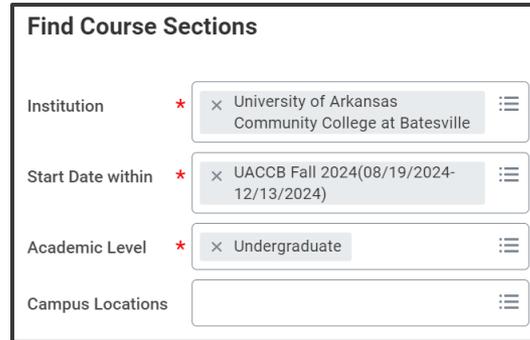
A Saved Schedule can also be created by locating courses from Find Course Sections and using individual courses to create a schedule. To locate courses:

From the Workday Home page:

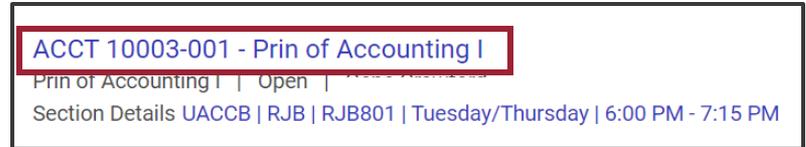
1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



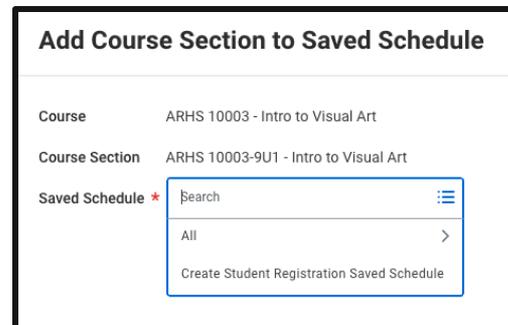
3. Click the **Planning and Registration** tab.
4. Click **Find Course Sections**.
5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.
6. Select the academic term you wish to register for from the **Start Date within** dropdown list. Hint: type in your campus acronym, the semester (Fall, Spring, Summer) and the year, such as UALR Fall 2025.
7. Select the appropriate **Academic Level**.

A form titled "Find Course Sections" with four filter rows. Each row has a red asterisk and a dropdown menu. The first row is "Institution" with "University of Arkansas Community College at Batesville" selected. The second row is "Start Date within" with "UACCB Fall 2024(08/19/2024-12/13/2024)" selected. The third row is "Academic Level" with "Undergraduate" selected. The fourth row is "Campus Locations" which is empty.

8. Click **OK**.
9. Use the **Search** bar under **Find Course Sections** or the filters to find your desired course.
10. Click the title of the course section you would like to take.

A rectangular box containing course section information. The top line is "ACCT 10003-001 - Prin of Accounting I" in blue text, underlined. Below it are "Prin of Accounting I | Open" and "Section Details UACCB | RJB | RJB801 | Tuesday/Thursday | 6:00 PM - 7:15 PM".

11. Once the course section information display, click the blue **Add to Saved Schedule** button.
12. Click into the Saved Schedule field and select **Create Student Registration Saved Schedule**.

A form titled "Add Course Section to Saved Schedule". It has three rows: "Course" with "ARHS 10003 - Intro to Visual Art", "Course Section" with "ARHS 10003-9U1 - Intro to Visual Art", and "Saved Schedule" with a search dropdown menu. The dropdown menu is open, showing "All" and "Create Student Registration Saved Schedule".

- 13. Enter a **Saved Schedule Name**, then click **OK**.
- 14. Click the **Choose Times** button.
- 15. Select the checkbox to the left of the section you would like to add to the Saved Schedule.



Note: Creating a Saved Schedule does **not** register you in those sections or save a seat for you. Once your registration appointment is open, you will then need to register for the courses.

### Additional Resources

[Register from Saved Schedule Guide](#)

[Create and Register from Saved Schedule Demo Video](#)

Select	Section	E
<input checked="" type="checkbox"/>	ARHS 10003-1 - Intro to Visual Art	
<input type="checkbox"/>	ARHS 10003-990 - Intro to Visual Art	
	ARHS 10003-991 - Intro to	

- 16. Click **OK**. The Saved Schedule then displays.
- 17. Click **Add Course Sections** to return to the list of course sections and select additional courses to save. Repeat until your schedule is built.

Academic Period    UALR Fall 2025 (08/20/2025-12/11/2025)

Saved Schedule Name    Schedule 1

Calendar View    Add Course Sections    Edit