

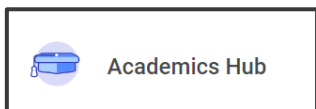
This quick reference guide (QRG) provides instructions on how to register for courses from your academic plan in Workday.

To register from your academic plan, complete the following steps.

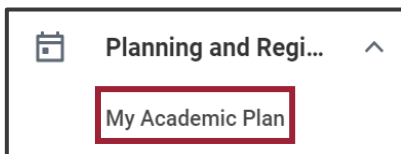
## REGISTER FROM ACADEMIC PLAN

From the Workday Home page:

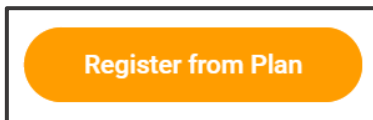
1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



3. Click the **Planning and Registration** tab.
4. Click **My Academic Plan**.



5. Click **Register from Plan**.

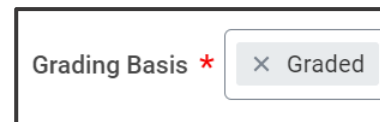


Note: If you do not have the option to **Register from Plan**, please contact your academic advisor for assistance.

6. Select a course from the menu on the left.
7. Check the **Select** box to select your desired course section for each planned course.

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode
<input checked="" type="checkbox"/>	SPCH 10003-001 - Oral Communication	<input checked="" type="checkbox"/>	Open	08/19/2024	12/13/2024	In-Person
<input type="checkbox"/>	SPCH 10003-002 - Oral Communication	<input checked="" type="checkbox"/>	Open	08/19/2024	12/13/2024	In-Person

7. If it does not automatically populate select the 'Graded' **Grading Basis**.



8. Click **Register**.
9. Review your **Successfully Registered Courses**.



Note: If you receive any errors or are not able to register, please contact your academic advisor for assistance.