UBC Graduate and Postdoctoral Studies

Creating a saved schedule

About saved schedules

A "saved schedule" is a draft timetable in Workday where you can plan out your classes for the upcoming academic session. You can choose the courses you want, arrange them into a timetable that fits your schedule, and then register for them when it's time to sign up for classes.

You can have multiple saved schedules for different course combinations or scheduling options.

## Important information about saved schedules

- **Creating a saved schedule does not register you in courses.** You must follow separate instructions to register from a saved schedule.

- You must make a saved schedule for each term. We recommend starting with Term 1.

- When creating a saved schedule, you can only add courses that are offered in the same academic session. Courses starting in September are Term 1, courses starting in January are Term 2, and all courses starting from May to August are Summer Term.

- You can make as many saved schedules as you want.

- You will be able to create your saved schedule with courses from any academic level, but you may not be able to register if you do not meet the eligibility requirements.

- If you have more than one academic record (e.g. you are an undergraduate dual degree student, or a concurrent Master's degree and PhD student), you need to make a saved schedule for each academic record.

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How to create a saved schedule

First, go to your Academics app

1. Log into your Workday account at myworkday.ubc.ca.

2. Click the "Academics" tab in the "Your Top Apps" menu on the right side of the page.
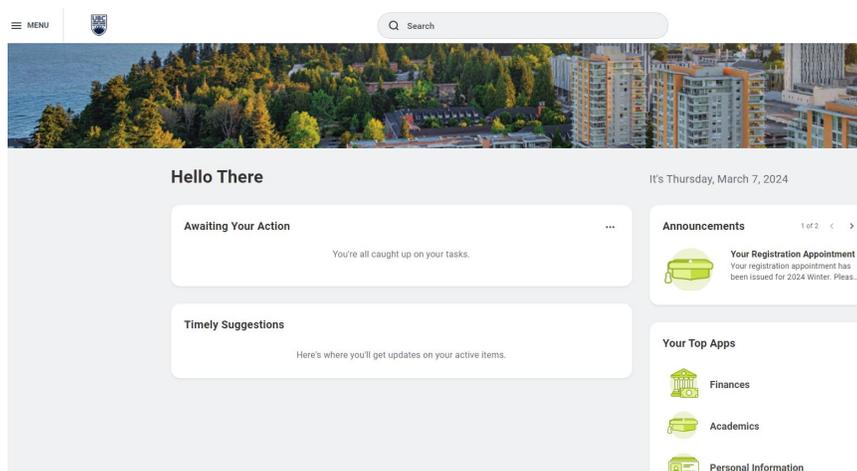
Next, find course sections

1. Click the "Registration & Courses" tab in the top menu.
2. On the "Registration" menu to the very right, click the "Find Course Sections" link. You must start here to build a saved schedule.

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Select your academic term

In the pop-up menu, select the term you want to find course sections for:

1. Click the "Start Date within" field.

2. Select 'Future Periods' if you are creating a saved schedule for the upcoming year. Up to 7 future academic years will be listed but the course schedule will only be available for the upcoming year.

3. Choose the academic term and campus you are creating your schedule for. For example, if you are a student planning your schedule for the 2024/25 Winter Term 1 at the Vancouver Campus, select '2024-25 Winter Term 1 (UBC-V)'.
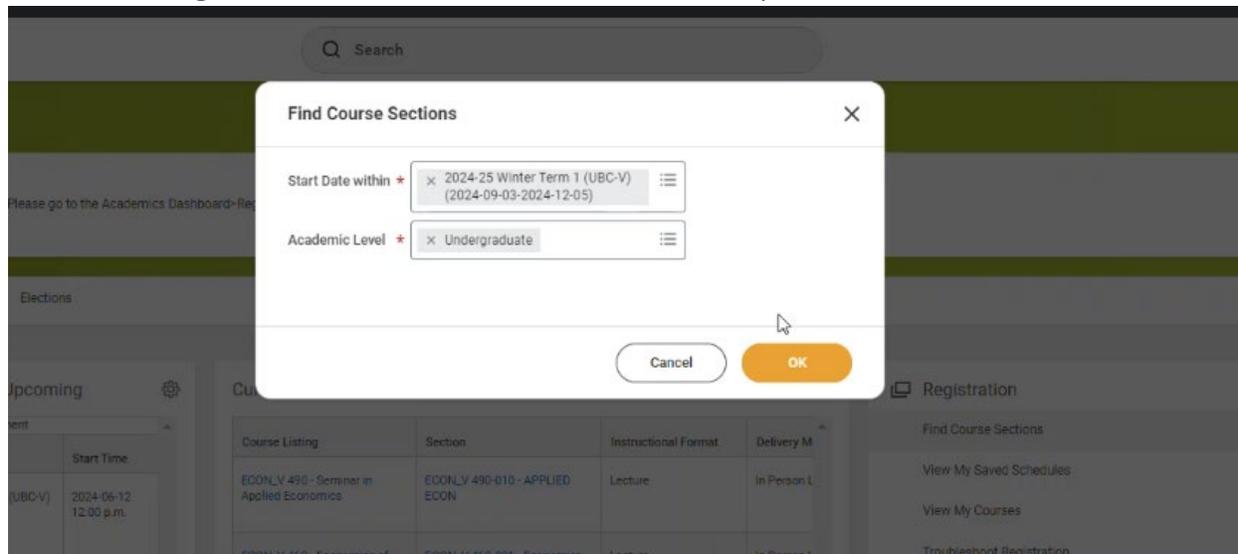
Select your academic level

In the pop-up menu, select the academic level you are searching for:

1. Click the "Academic Level" field.

2. Select 'Undergraduate' or 'Graduate' from the list.

3. **Do not** select 'Academic Level Not Applicable'. This will result in an error.

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Click the orange "OK" button to move on to the next step.

Filter your search results

1. Use the search filters on the left to narrow your results. You can filter by campus, course level, and more.

2. Click the checkbox next to the filter you want to apply. Your search results will be updated automatically.
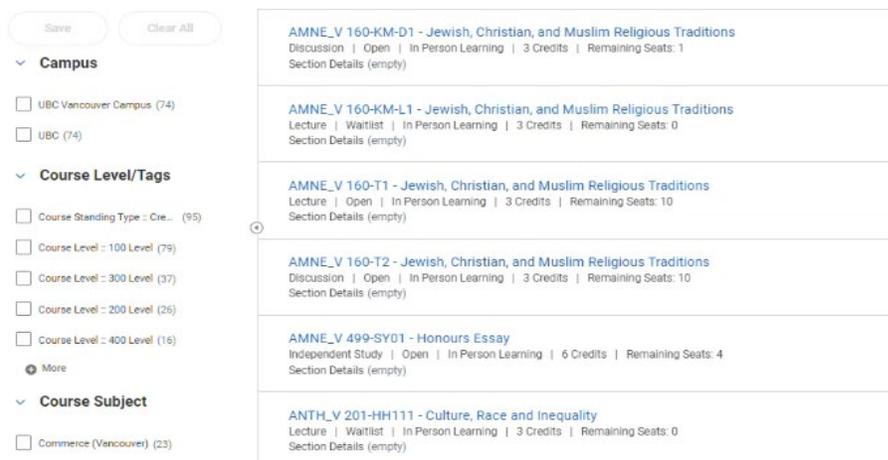
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Add a course to your schedule

Once you find a course you want to add to your schedule:

1. Click the course title to go to the course description. This will pop up in a new window.

2. Review the course description for registration requirements. These may include prerequisite and corequisite courses, or additional sections you must also enroll in. Learn more about prerequisite and corequisite courses on the [Academic Calendar](#).

3. Add all the required activities to your saved schedule.
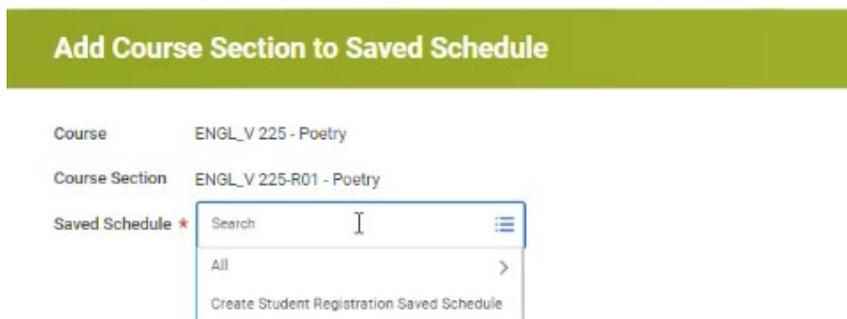
4. Click the orange "Add to Saved Schedule" button to continue.

Create your saved schedule

If you have not made any saved schedules yet, you'll need to create a new one. Create separate saved schedules for Term 1 and Term 2.

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1. Select "Create Student Registration Saved Schedule".

   Add Course Section to Saved Schedule

Course	ENGL_V 225 - Poetry
Course Section	ENGL_V 225-R01 - Poetry
Saved Schedule ★	Search

   All >
   Create Student Registration Saved Schedule

2. Enter a name in the "Saved Schedule Name" field. Since you can create multiple Saved Schedules, it can be helpful to identify the academic year and term in the name to avoid confusion (e.g., "2024W Term 1 First Choice").

   Create Student Registration Saved Schedule

Academic Period	★ 2024-25 Winter Term 1 (UBC-V)
Saved Schedule Name ★	

3. Click the orange "OK" button to continue.

4. If you have more than one academic record, select the academic record you are creating the schedule for.

5. Click the "Choose Times" button to select your course sections.

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6. You can check your eligibility for a course section by looking at the "Eligible" column. You are eligible for the section if the box is checked off.

7. Click the checkbox in the "Select" column to add a course activity to your schedule. You can only select one section for each activity.

8. Add a section for each of the required activities for the course. For example, you may need to take a lab or discussion on top of the weekly lectures.

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9. Click the orange "OK" button.

10. You can click the "Add Course Sections" button to continue adding courses to your saved schedule.

11. Once you're done adding the course(s) to your saved schedule, click the orange "Done" button.

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Adding a course to a current saved schedule

Once you have a saved schedule, you can continue to add courses to it.

Follow the steps for adding a course section. When you get to the part where it shows "Add Course Section to Saved Schedule":

1. Select "All".

2. Choose the saved schedule you are adding the course to.

3. Click the orange "OK" button to continue.

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Next steps

Learn how to view your saved schedule or edit your saved schedule.

When your registration date opens, you will be able to register from a saved schedule.

Commonly encountered problems

- If you receive an alert after adding a course section to your saved schedule, it may mean you are not eligible to register for the course. Learn how to review alerts on your saved schedule.

- If you don't know what courses you need for your program, check your Progress Report on your Workday profile, or review the academic requirements for your program in the UBC Academic Calendar.

- If you encounter other issues, find out how to troubleshoot saved schedules.