

UBC Graduate and Postdoctoral Studies

Editing your saved schedule

About saved schedules

A “saved schedule” is a draft timetable in Workday where you can plan out your classes for the upcoming term. 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.

Before you can edit your saved schedules, you need to create a saved schedule.

How to edit courses on your saved schedule

First, find your saved schedules

Follow the instructions to view your saved schedules in the Academics app.

Edit your saved schedule

Click the “Edit” button below the saved schedule you wish to edit. **Do not** click the “Remove” button. This will delete your entire saved schedule.

UBC Graduate and Postdoctoral Studies

Saved Schedule

Saved Schedule Name Test Saved Schedule: 2023-24 WT1 (UBC-V)

22 Items 1.Alert

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meets
PSYC_V 417 - Special Topics in Psychology	Graded	3	PSYC_V 417-A_001 - Special Topics in Psychology (A)	Open	Lecture		2023-09-05	2023-12-07	2023 Wed IBLC
PSYC_V 240 - Research Experience	Graded	2	PSYC_V 240-B_002 - Research Experience (B)	Open	Independent Study		2023-09-05	2023-12-07	
PSYC_V 208 - SOC, DEV, CLIN	Graded	3	PSYC_V 208-001 - SOC, DEV, CLIN	Open	Lecture		2023-09-05	2023-12-07	2023 Thu SWN
PSYC_V 277 - Behavioural and Neuroscientific Research Methods	Graded	4	PSYC_V 277-001 - Behavioural and Neuroscientific Research Methods	Open	Lecture		2023-09-05	2023-12-07	2023 Thu DMP

Calendar View Add Course **Edit** Remove

Change a course section

1. Select the course you want to edit from the left menu.
2. Sections for the course will be displayed in a table format with the weekly meeting schedule and the number of available seats.
3. 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.
4. Click the checkbox next to the course section you want to switch to. Only one section for each required activity can be selected at a time.
5. Click the "Save" button on the bottom left to save your changes.
6. Review your saved schedule to confirm the change.

Changing a course on your saved schedule does not register you for the course. You can register from your saved schedule during your registration appointment.

UBC Graduate and Postdoctoral Studies

Click here to sort

- ENGL_V 225 - Poetry
3 Credits
- MUSC_V 119 - Introduction to Music Technology
3 Credits
- ENGL_V 110 - Approaches to Literature and Culture
3 Credits

Course Listing ENGL_V 110 - Approaches to Literature and Culture

Description Study of selected examples of literary and cultural expression: examples may include poetry, fiction, drama, life narratives, essays, graphic novels, screenplays, and narrative adaptations in film and other media. Essays are required. *This course is not eligible for Credit/D/Fail grading.*

Credits 3 Credits

Academic Level Undergraduate

Discussion

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ENGL_V 110-AUTLA1 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-05	In Person Learning	2024-09-03 - 2024-12-05 Fri 9:00 a.m. - 10:00 a.m.	Adam Frank	75	75	5
<input type="checkbox"/>	ENGL_V 110-AUTLA2 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Closed	2024-09-03	2024-12-05	In Person Learning	2024-09-03 - 2024-12-05 Fri 9:00 a.m. - 10:00 a.m. BUCH-Floor 3-Room B309		0	0	0

Lecture

3 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input type="checkbox"/>	ENGL_V 110-001 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Closed	2024-09-03	2024-12-04	In Person Learning	2024-09-03 - 2024-12-04 Mon Wed 9:00 a.m. - 10:00 a.m. SWNG-Floor 1-Room 122		0	0	0
<input checked="" type="checkbox"/>	ENGL_V 110-002 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Closed	2024-09-03	2024-12-04	In Person Learning	2024-09-03 - 2024-12-04 Mon Wed 10:00 a.m. - 11:00 a.m. BUCH-Floor 2-Room A201		0	0	0
<input type="checkbox"/>	ENGL_V 110-AUT001 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-05	Multi-access Learning	2024-09-03 - 2024-12-05 Mon Wed 9:00 a.m. - 10:00 a.m. LSK-Floor 2-	Bronwyn Malloy	100	100	20

Save
Cancel

Delete a course

1. If you want to remove a course completely from your saved schedule, hover over the course in the left menu and click the minus icon that appears at the top right corner.
2. If this doesn't work, you can select your course from the left menu to open the full description, then click the trash can icon at the top of the page.
3. Click the "Save" button at the bottom left of the page to save your changes.

Removing a course from your saved schedule does not drop you from the course if you have already registered for it. Learn how to drop a course.

UBC Graduate and Postdoctoral Studies

Click here to sort

ENGL_V 225 - Poetry
3 Credits

MUSC_V 119 - Introduction to Music Technology
3 Credits

ENGL_V 110 - Approaches to Literature and Culture
3 Credits

Course Listing ENGL_V110 - Approaches to Literature and Culture

Description Study of selected examples of literary and cultural expression: examples may include poetry, fiction, drama, life narratives, essays, graphic novels, screenplays, and narrative adaptations in film and other media. Essays are required. This course is for Credit/G/Fail grading.

Credits 3 Credits

Academic Level Undergraduate

Discussion
2 Items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available
<input checked="" type="checkbox"/>	ENGL_V110-AUTL1 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-05	In Person Learning	2024-09-03 - 2024-12-05 Fri 9:00 a.m. - 10:00 a.m.	Adam Frank	75	75
<input type="checkbox"/>	ENGL_V110-AUTL2 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Closed	2024-09-03	2024-12-05	In Person Learning	2024-09-03 - 2024-12-05 Fri 9:00 a.m. - 10:00 a.m. BUCH Floor 3 Room B309		0	0

Lecture
3 Items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available
<input type="checkbox"/>	ENGL_V110-001 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Closed	2024-09-03	2024-12-04	In Person Learning	2024-09-03 - 2024-12-04 Mon Wed 9:00 a.m. - 10:00 a.m. DWRG Floor 1 - Room 122		0	0
<input checked="" type="checkbox"/>	ENGL_V110-002 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Closed	2024-09-03	2024-12-04	In Person Learning	2024-09-03 - 2024-12-04 Mon Wed 10:00 a.m. - 11:00 a.m. BUCH Floor 2 - Room A201		0	0
<input type="checkbox"/>	ENGL_V110-AUTL001 - Approaches to Literature and Culture	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-05	Multi-access Learning	2024-09-03 - 2024-12-05 Mon Wed 9:00 a.m. - 10:00 a.m. LSK Floor 2 -	Bronwyn Mallory	100	100

Save Cancel

Commonly encountered problems

If you see an alert on your saved schedule, you may need to complete an action to avoid registration issues.

Follow the tutorials below if you encounter an alert:

- Reviewing saved schedule alerts
- Troubleshooting your saved schedule