UBC Graduate and Postdoctoral Studies

Viewing your saved schedule

About saved schedules

URC

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 view your saved schedules, you need to create a saved schedule.

How to view your saved schedules 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.

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Next, go to your saved schedules

- 1. Click the "Registration & Courses" tab in the top menu.
- 2. In the "Registration" menu to the very right, click the "View My Saved Schedules" link.

UBC Graduate and Postdoctoral Studies

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- 3. A box will pop up with more information. Use the "Start Date within" field to select the academic period you want to view your saved schedules for.
- 4. Click the orange "OK" button to display your saved schedules for this period.

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You can now see your saved schedules in table format. Click on the "Calendar View" button to display your courses in a weekly calendar format.

UBC Graduate and Postdoctoral Studies

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Next steps

Learn how to edit your saved schedule.

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