

UBC Graduate and Postdoctoral Studies

Viewing 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.

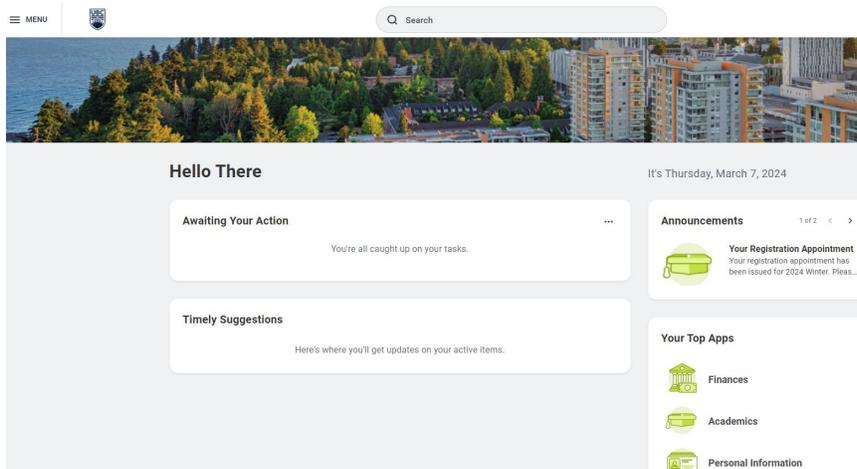
You can have multiple saved schedules for different course combinations or scheduling options.

Before you can 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.



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.

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Academics

Your Registration Appointment
Your registration appointment has been issued for 2024 Winter. Please go to the Academics Dashboard-Registration & Courses to view [View More](#)

Academics **Registration & Courses** Graduation Support Elections

Academic Record	Registration Appointment		
	Appointment Status	Academic Period	Start Date
B.Sc., Major in Cognitive Systems, Option in Cognition and Brain (Vancouver)	Upcoming	2024-25 Winter Term 1 (UBC-V)	2024-09-03
	Upcoming	2024-25 Winter Term 2 (UBC-V)	2024-09-03
Bachelor of Arts (Vancouver)	Upcoming	2024-25 Winter Term 1 (UBC-V)	2024-09-03
	Upcoming	2024-25 Winter Term 2 (UBC-V)	2024-09-03

Course Listing	Section	Instructional Format
PHYS_V 100 - Introductory Physics	PHYS_V 100-TD1 - Introductory Physics	Discussion
PSYC_V 315 - Childhood and Adolescence	PSYC_V 315-001 - Childhood and Adolescence	Lecture
COGS_V 200 - Introduction to Cognitive Systems	COGS_V 200-002 - Introduction to Cognitive Systems	Lecture
MATH_V 101 - Integral Calculus with Applications	MATH_V 101-2B1 - Integral Calculus with Applications	Lecture

Registration

- Find Course Sections
- View My Saved Schedules
- View My Courses
- Troubleshoot Registration

Exams

- Final Exam Schedule
- Standing Deferred and Supplemental Exams

- 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.
- Click the orange “OK” button to display your saved schedules for this period.

View My Saved Schedules ✕

Start Date within * ✕ 2024-25 Winter Term 1 (UBC-V) (2024-09-03-2024-12-05) ⋮

Cancel OK

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

Student: Student View Preferred Name (STUVIEW787)
 Academic Period: 2024-25 Winter Term 1 (UBC-V)
 B.Sc., Major in Cognitive Systems, Option in Cognition and Brain (Vancouver) (B.Sc.)
 Saved Schedule: 2024-25 Winter Term 1 (UBC-V)
 Saved Schedule Name: 2024-25 Winter Term 1 (UBC-V)

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
ENGL_119 - Approaches to Literature and Culture		3	ENGL_119-001 - Approaches to Literature and Culture	Closed	Lecture		2024-09-03	2024-12-04	2024-09-03 - 2024-12-04: Mon-Wed 9:00 a.m. - 10:00 a.m., THURSDAY 10:00 a.m. - 10:30 a.m., (UBC+Floor 3 Room 309)
			ENGL_119-002 - Approaches to Literature and Culture	Closed	Discussion		2024-09-03	2024-12-05	2024-09-03 - 2024-12-05: Fri 9:00 a.m. - 10:30 a.m., (UBC+Floor 3 Room 309)
APSC_172 - Engineering Analysis I	Graded	3	APSC_172-002 - Engineering Analysis I	Open	Discussion		2024-09-03	2024-12-02	2024-09-03 - 2024-12-02: Mon 10:00 a.m. - 12:30 a.m., (AGSC+Floor 8 Room 8101)
			APSC_172-001 - Engineering Analysis I	Open	Lecture		2024-09-03	2024-12-02	2024-09-03 - 2024-12-02: Mon 9:30 a.m. - 10:30 a.m., (AGSC+Floor 8 Room 810)
APSC_173 - Engineering Analysis II	Graded	3	APSC_173-001 - Engineering Analysis II	Hold	Lecture		2024-09-03	2024-12-02	2024-09-03 - 2024-12-02: Mon 8:00 a.m. - 8:30 a.m., (AGSC+Floor 2 Room 201)
			APSC_173-001 - Engineering Analysis II	Open	Discussion		2024-09-03	2024-12-02	2024-09-03 - 2024-12-02: Mon 9:00 a.m. - 9:30 a.m., (AGSC+Floor 2 Room 201)

Calendar View Add Course Sections Edit Remove

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