Registering for individual course sections

About course registration in Workday

There are 2 primary ways you can register for courses in Workday:

1. Create a saved schedule and register all your courses at once.
2. Register for individual courses one at a time.

This page explains how you can register for a specific course once registration opens for you. If it hasn't opened yet, you can still add courses to your saved schedule for later.

How to register for individual course sections

First, find course sections

Follow the instructions to view the course schedule.

Next, select a course section

1. When you find a course you want to register in, click the course title link.
2. You’ll be brought to a new page with the heading, “View Course Section”. Review the description for course prerequisite or corequisite details. Use this information to confirm that you are eligible to register in the course.

Register in the course section

1. Click the white “Register” button at the bottom of the page to register in the course section. If registration is not yet open for you, you can add this course to your saved schedule by clicking the orange “Add to Saved Schedule” button.

2. On the “Register for Course Section” page, review the selected course section.
3. If available, you can select a different section in the same course by clicking the checkbox for the section in the “Select” column.

4. Click the orange “Register” button to register in the individual course section.

5. If you do not want to register in the course section, cancel the registration by clicking the white “Cancel” button.

**Confirm your registration**

A summary page will appear to confirm that you have registered successfully. This page will include information about the course section you registered in.

Click the white “View Registered Courses” button at the bottom of the page to view your full list of registered courses. You can also click the white “View Student Account” button to view your account summary, where you can review your financial information, like your tuition.
Commonly encountered problems

If you are not eligible to register in a course section, you will see a white “Troubleshoot” button instead of a “Register” button. Click this button to learn more.

If you do not see a “Register” button, it may be because registration is not yet open to you.

Additional resources

- Registering from a saved schedule
- Dropping a course
- Swapping courses