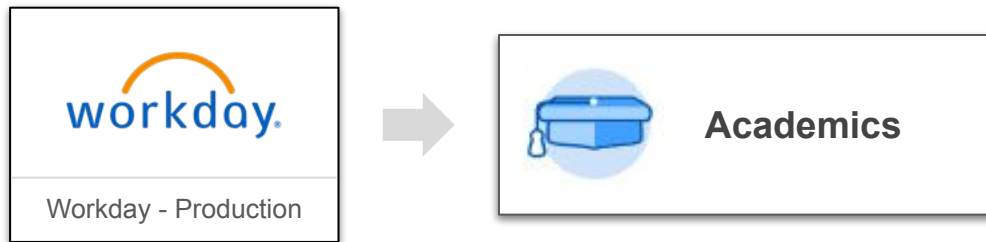



Registering in Workday Quick Guide


When your registration window is open, you can register in Workday from either a saved schedule that you previously created or from specific course sections.

To get started, click the Workday tile in OneLogin, then click the Academics app on your Workday homepage:



Registering from a saved schedule

 **Planning & Registration**

- CC Find Course Sections
- View My Courses
-  View My Saved Schedules

View My Saved Schedules

Start Date within *


View My Saved Schedules


[Start Registration](#)

Register from Saved Schedule

[Register](#)

Registering from a course section

 **Planning & Registration**

-  CC Find Course Sections
- View My Courses
- View My Saved Schedules

Start Date within *

Academic Level *

View Course Section

[Register](#)

Troubleshooting registration issues

These are the most common issues encountered during registration:

Issue	How to resolve
You don't see a Register button when you try to register	Verify your registration appointment
Course is not eligible for registration because prerequisites haven't been met	Email Department Chair to ask that prerequisite be waived and forward Department Chair feedback to Registrar's Office so prerequisite can be marked as waived
Corequisite course required (e.g. a lecture also requires a lab)	Register for the corresponding corequisite course
Course section has a time conflict with another course for which you're registered	Select an alternative section to resolve the time conflict
Course section has a Waitlist status	See <i>New for the fall term: waitlists</i> below
Course section has a Closed status	A Closed status means that both the course enrollment and waitlist are at capacity. Email the instructor to determine if there can be special consideration or if another section may be created.
Course requires instructor approval	Email instructor for approval and forward instructor feedback to Registrar's Office

If you're waitlisted

Here are some tips if you're waitlisted:

- Register for another section of the same course or another course as a backup (don't worry, you'll stay on the waitlist, too)
- If a seat eventually becomes available, you'll be notified by email and will have 24 hours to swap out of the backup and accept a seat in the waitlisted section
- Just like in past terms, financial aid requires a full schedule, but it's important to note that waitlisted courses don't count