Workday Students allows students to look for and register for courses, and check their academic records and more. Here is a quick guide and helpful tips on how to:

**Check holds**
1. From profile page, click Academics
   - Under Academic Records tile, click View My Holds

**Find my Faculty Advisor**
1. From profile page, click Academics
2. Under Academic Advising, click View my Support Network

**Check My Registration Day and Time**
1. From profile page, click Academics
2. Click Planning and Registration
3. Click View My Registration Appointments

**Check my Academic Progress (Formerly Degree Audit)**
1. From profile page, click Academics
2. Under Academic Advising, click View my Academic Progress
3. You will be able to view your major grid, minor if applicable, and Pathways requirements

- **Requirements**: Name of Requirement.
- **Status**: identifies requirement as not satisfied, in progress or satisfied.
- **Remaining**: number of units still needed to complete requirement.
- **Satisfied With**: courses that have satisfied / will satisfy a requirement. In progress and Transfer Credit courses are noted in parentheses.
Search for classes
1. From profile page, click Academics
2. Click - SCU Find Course Sections
3. Academic Periods: Enter in Quarter and Year and Academic Level Undergraduate.
4. You can search two ways:
   a. Type course in search bar
   b. Click Course Tags to see what courses fill Requirement titles like Pathways, Core, or Major

Create a schedule
1. From the profile page, click Academics
2. Under Planning and Registration, click SCU Find Course Sections (see search for classes)
3. Choose the desired Academic Period and Academic Level and click OK.
4. Select your desired course by clicking the name with the hyperlink
5. Click the Add to Saved Schedule button.
   a. Create schedule for registration. To create a schedule, enter a Schedule Name and click OK. (Example: Fall 2023 Plan 1)
   b. Click the Choose Times button, and review information then click okay.
6. On the next screen you can use the corresponding buttons to View Schedule, Edit schedule, or Start Registration.
   a. If you want to add a course to your schedule use the browser back button or go back to the SCU Find Course Sections task by entering it in the Universal Search or from your Academics app.
7. Click Done when finished.
8. Repeat by adding all your courses to your saved schedule. We recommend making different saved schedules to minimize time to register for courses that fill up.

Register for Courses
1. When your registration Appointment begins, a start registration button will appear on your saved schedule

2. Click Start Registration

3. Each of the courses from your schedule will appear on the Register from Saved Schedule screen. You can use the trash can icon to remove the course section.

4. When you are ready to register, click Register.

5. If it was successful, you will see a Successfully Registered Course or Waitlist course grid.

6. If you received an error message, you can click the message to find out why you couldn’t register for the course. The system will not allow you to register without resolving these items.