Register From an Academic Plan

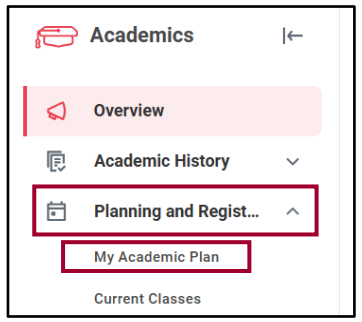
This quick reference guide (QRG) provides instructions on how to register from an Academic Plan in Workday. Before registering for classes, meet with your academic advisor, check for registration holds on your account, and make note of when your academic appointment begins and ends.

To register from an Academic Plan, complete the following steps.

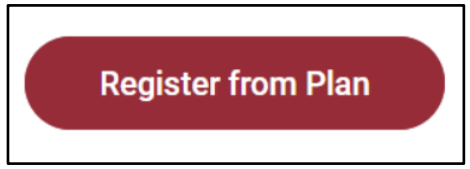
How to Register

From the Workday Home page:

1. Hover over **Student** on the left navigation panel.
2. Select **Academics Hub.** The Academics Overview page will display.
3. Click **Planning and Registration**, then select **My Academic Plan** from the dropdown list.

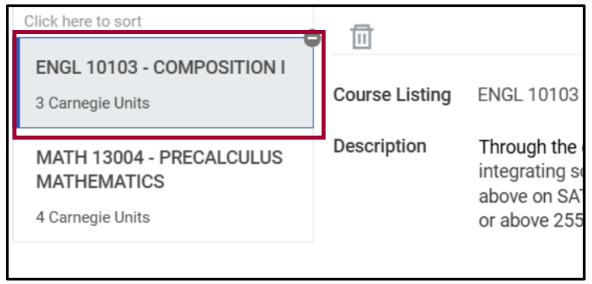


4. Click the **Register from Plan** button.

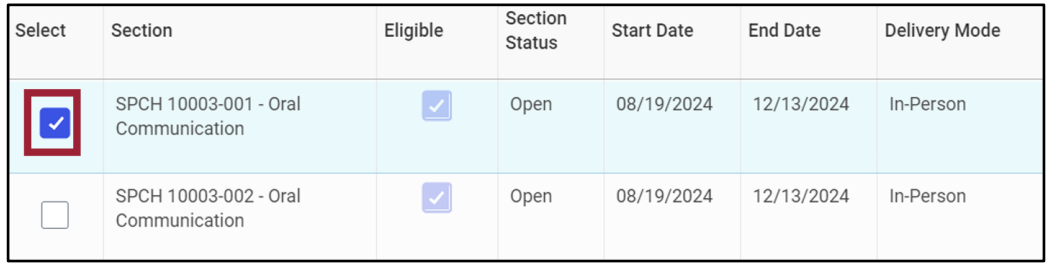


Note: If you do not have a **Register from Plan** button, check if you have any registration holds on your account and if it is your registration appointment.

5. Select a course from the menu on the left.



6. Check the **Select** box to select your desired course section for each planned course.



7. Click **Register**.
8. Review your **Successfully Registered Courses.**

Note: If you receive an error and are unable to register, review the error message for how to fix the issue or contact your academic advisor for assistance.

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