

Mass Register Students

This quick reference guide (QRG) provides instructions on how to mass register students in Workday.

Before you start:

- Check to see if the student has any registration holds by going to Action Items and Holds on the student's profile
- Check the student's Registration Appointment by going to the Academics and the Registration Appointment tab on the student's profile
- Verify the enrollment window and the registration deadlines for the Academic Period by going to the Academic Dates, then the [semester calendar](#) on the Registrar's website

MASS REGISTER STUDENTS

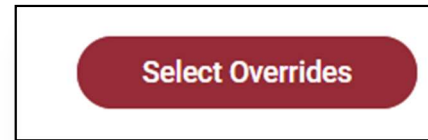
From the Workday Home page:

1. Type and select 'Mass Register Students' in the search bar. The *Mass Register Students* screen displays.
2. Select the appropriate academic period from the **Start Date within** dropdown list.
3. Select the appropriate **Courses** from the dropdown menu. More than one course can be selected.



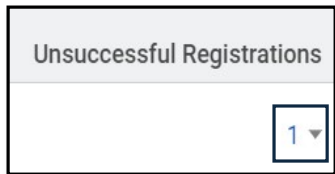
Note: When registering a student or students for courses that have a corequisite or are clustered, you should select both courses during step 3.

4. Click the **Students** radio button to manually enter your students.
5. Click **OK**.
6. Click **Select Sections**.
7. Check the **Select** box on the row of the course section you want to mass register your students into.
8. Click **Select Overrides**.



Note: Certain security roles will have the opportunity to apply various overrides. Please follow your institutional policies and best practices when using overrides. If your security role does not allow you to select overrides, move to step 11 to continue.

- Optional – Select overrides by checking the **Override** checkbox for the **Restriction**.
- Click **Mass Register**.
- Review the Mass Register Students report to confirm selected students were registered. If any selected students are not successfully registered for the course(s), you will see an **Unsuccessful Registrations** link on that student's row.



- Click **Done**.



Note: Any student found to be overridden or enrolled outside of established enrollment windows will be dropped for the course(s).

The user responsible for enrollment outside the established enrollment windows will have their security removed until additional training is completed.