

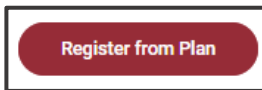
This quick reference guide (QRG) provides instructions on how to register a student from an academic plan in Workday. Advisors should follow their institution's policies and procedures when registering students. For more information about creating academic plans, refer to the resource linked here.

To register a student from an academic plan, complete the following steps.

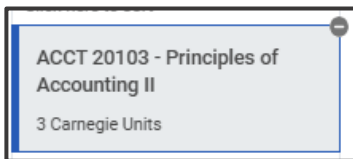
REGISTER STUDENT FROM ACADEMIC PLAN

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the left menu.
4. Select the **Plan** tab.
5. Click the **Register from Plan** button.



6. Select a course from the list on the left-hand side of the page.



7. Check the **Select** checkbox of the course section the student would like to register for.

Select	Section	Eligible	Section Status
<input checked="" type="checkbox"/>	ACCT 20103-HY01 - Principles of Accounting II	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	ACCT 20103-ME1 - Principles of Accounting II	<input checked="" type="checkbox"/>	Open

8. If not automatically populated select the **Grading Basis** for the course. If you are unsure of which grading basis to choose, please contact your registrar's office. For most courses, the Graded option will be the appropriate answer.
9. Complete steps six through eight for each planned course.



10. Click **Register**.



Note: If a course from the Academic Plan does not have an offering available for the registration period, you will need to remove that course before proceeding with registration.

11. Review the **Registrations** for the student.