Create a Saved Schedule from an Academic Plan

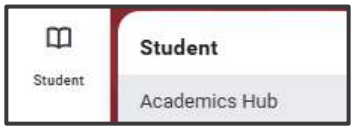
This quick reference guide (QRG) explains how to create a saved schedule in Workday. A saved schedule allows you to use your Academic Plan to select specific course sections that you intend to register for once registration opens. Saved schedules can only be created if your institution has published the schedule for that academic period. Please note that creating a saved schedule does not guarantee a seat in any course section.

To create and save your proposed schedule for an upcoming semester, complete the following steps.

CREATE A SAVED SCHEDULE

From the Workday Home page:

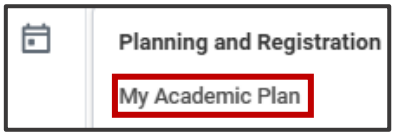
1. Hover over **Student** on the lefthand Menu.
2. Select **Academics Hub** from the dropdown list.



3. Click the **Planning and Registration** section.

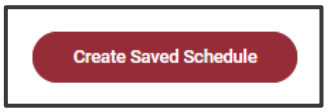
Note: It is recommended that you meet with your academic advisor to create your academic plan before creating a saved schedule. More information about Academic Plans can be found here.

4. Select **My Academic Plan**.



Note: Confirm you have an academic plan for the upcoming academic period, with courses selected.

5. Click the **Create Saved Schedule** button.



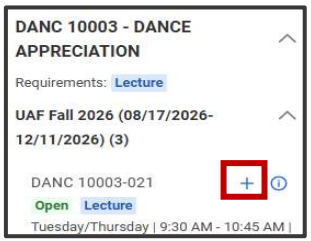
6. Enter a **Saved Schedule Name**. For example, Fall 2026.
7. Select the **Academic Period** you would like to create the Saved Schedule for from the dropdown list.

8. Click **OK**.
9. Click the **Course from Academic Plan** tab to expand it if necessary. If you have not created an Academic Plan or have not selected courses on your plan, you will need to manually search for and select course sections.
10. Click three times on the first course on your **Academic Plan** to highlight the text. Then right click the highlighted text and select the **Copy** option from the list.
11. Right click the **Search for course** search bar and select Paste from the list.

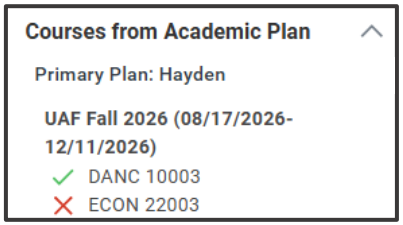
12. Press **Enter** on your keyboard to search for the course.

Note: Before pressing enter it is possible to filter the results by clicking the **Add Filters** link. These filters allow you to sort by things like Delivery Mode, Meeting Days, Instructor, and Campus Location amongst others.

13. Under **Results**, click the Course to expand the options.
14. Review the Course Sections being offered for the course and then click the **+ button** for the section you would like to add to your saved schedule.

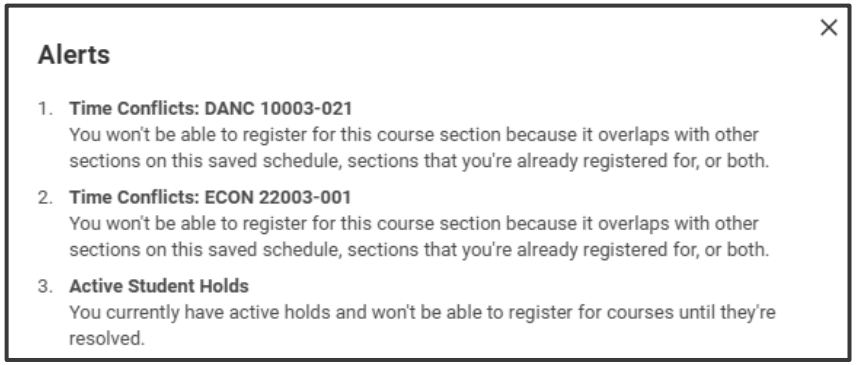


Note: After clicking the **+ button** the course section will show with a green checkmark on the Academic Plan tab and if the section has a meeting pattern it will display on the calendar.



15. Complete steps ten through fourteen for each additional course on your Academic Plan.
16. Once you have selected a section of each planned course click the **Save** button.

Note: Workday will give you **Alerts** if you choose sections that you will not be able to register for. For example, if you selected sections that have time conflicts, a course you are not eligible to take, are missing a corequisite course, and/or if you have Holds on your account.



Note: After creating your Saved Schedule, **you are not registered** for classes. Additionally, creating a saved schedule does not reserve you a seat in the selected course sections. A QRG detailing how to register from a Saved Schedule can be found here.