Create a Schedule in Preparation for Registration

1. Go to <u>workday.simmons.edu</u> and log in using your Simmons email and password. Navigate to the **Search & Register for Courses** worklet on your landing page.

Simmons UNIVERSITY Q Se	earch	# 6) 🗘	e	
	Welcome,	¢			
	Announcements 1 item Network to Workday! If you are preparing for Fall 2021 Registration, you have come to the right place. Plase visit the Workday Student. We have Student S	Academics			
	Litem	Time			
	Go to Inbox				

2. Select Find Fall 2021 Traditional Course Sections.

Simmons UNIVERSITY) Search		88	Q	ß	4	
← Search 8	& Register	for Courses			0		
				\checkmark	6		
	6	Find Fall 2021 Course Sections View course sections on the Traditional Calendar.Find your available Fall 202	1 course sections, save preferred section)			
		Find Fall 2021 Traditional Course Sections		J			
	0	Saved Schedules Access the schedule of preferred sections that you previously created and sa	aved. Saving a schedule does not mean	у			
		View My Saved Schedules					
	0	My Courses View current enrollments and registered sectons for upcoming terms. You ca	an also drop and swap course sections t	f			
		View My Courses					
	0	Registration Help Visit our workday student support site for how-to guides.					
		Workday Student Support Site					



3. Select the desired Course Level.

Simmons UNIVERSITY	Q find fall 2021 ×			D	¢	<u>_</u>	
Find Fall	2021 Traditional Course Sections						
Instructions Course Level	Search and register for undergraduate and graduate courses on the traditional call Does not display courses for the fully-online programs (CompleteDegree Undergra Ahead of registration, you are able to add courses to a "saved schedule." Once you to the store registration outpe can be tourney ere: https://drive.google.com/file/ irraduate voltargraduate Search undergraduate	endars. aduate or @Simmons Online Graduate programs). Ir registration appointment is open, you can either register from a saved schedule, or search and i (d/1w0WiSEMOh116kc.JXK73tEyKV1X2l8ukA/view	egister for	courses di	irectly.		
ОК	Cancel)

4. Select the course you want to add.

Simmons UNIVERSITY	×
Find Fall 2021 Traditional (Course Sections 🚥 📫
Q search	
> Saved Searches	
Current Search	555 Results
Clear All	AADM 143-01 - Boston Arts in Action Boston Arts in Action Open Heather Hole Section Details T/F 3:00 PM - 4:20 PM
Biology (66)	ACCT 110-01 - Financial Accounting Financial Accounting Open CR: Completed MATH-101, MATH-102, or Math Competency Exam Section Details M/Th 4:30 PM - 5:50 PM
Chemistry (47) Communications (34) Simmons Course (33)	ACCT 120-LC - Managerial Accounting Managerial Accounting Closed Section Details T 6:00 PM - 7:50 PM
 More Section Status 	ACCT 200-01 - Intermediate Accounting I Intermediate Accounting I Open Ray Pfeiffer CR: Completed or Enrolled in ACCT-110 or MGMT-110 Section Details T/Th 11:00 AM - 12:20 PM
Open (423) Waitlist (105)	ACCT 205-01 - Cost Accounting Cost Accounting Open CR: Completed ACCT-110 or MGMT-110 Section Details T/Th 9:30 AM - 10:50 AM



5. Choose Add to Schedule.

Simmons UNIVERSITY	Q ×		
View Cours	se Section ACCT 110-01 - Financial Accounting		
Course	ACCT 110 - Financial Accounting	Instructional Formats	Lecture
Status	Open	Enrolled/Capacity	10/25
Start/End Date	09/01/2021 - 12/19/2021	Meeting Patterns	M/Th 4:30 PM - 5:50 PM
Grading Basis	Graded	Notes	
Credits	4 Credits		
Description	Develops the ability to read, understand, analyze and interpret a company's financial statements. Also develops decision-making skills based on accounting information that may vary according to perspective, such as investor, creditor or manager. A required concurrent lab offers training and reinforcement in the use of Excel spreadsheets.		
Eligibility	Student has satisfied any of the following: [Institution has received an() PROF.Math Proficiency test result with a Math Proficiency score greater than or equal to 1.] [Student has completed any of the following course(s): MATH 101 - Intro to Mathematics: Level I, MATH 102 - Intro Math Level II]		
Add to Sched	Register		

6. You will be redirected to a page that asks you whether the course should be added to an existing schedule or if you'd like to create a new schedule for registration.

Add Cours	e Section to Schedule	
Course Course Section Schedule *	AADM 143 - Boston Arts in Action AADM 143-01 - Boston Arts in Action Search All Create Schedule for Registration	
Choose Time	s Cancel	



7. If you would like to add to an existing schedule, select All and pick which schedule you want to add it to. If you want to create a new one, select **Create Schedule for Registration** and give the schedule a name.

Create Schedule for Registration		
Academic Period * 2021 Fall Semester Schedule Name * New Schedule		

8. Choose Choose Times.

Add Course Section to Schedule
Course AADM 143 - Boston Arts in Action
Course Section AADM 143-01 - Boston Arts in Action
Schedule * × New Schedule 🖾 📰
Choose Times Cancel

9. Select the section and the Grading Basis then choose OK.

workday.