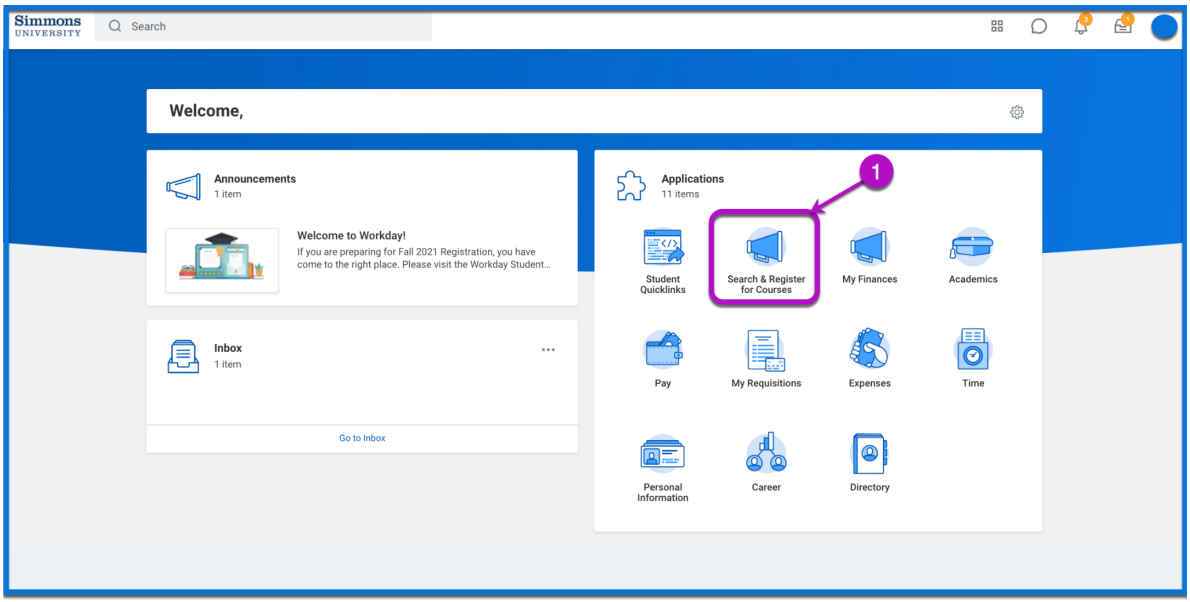
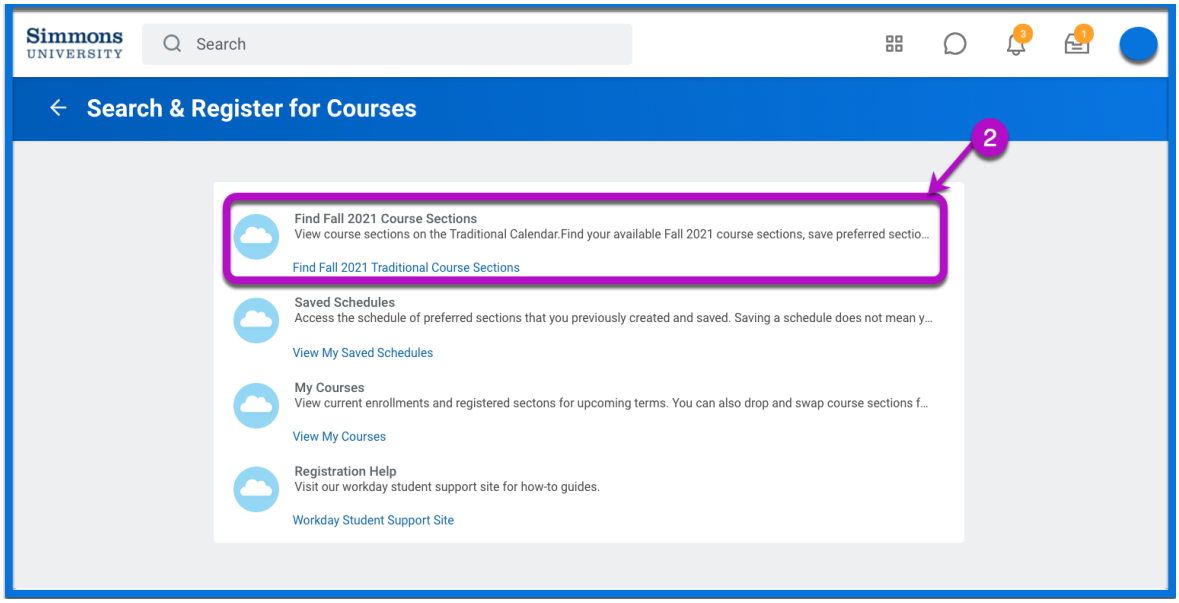
Create a Schedule in Preparation for Registration

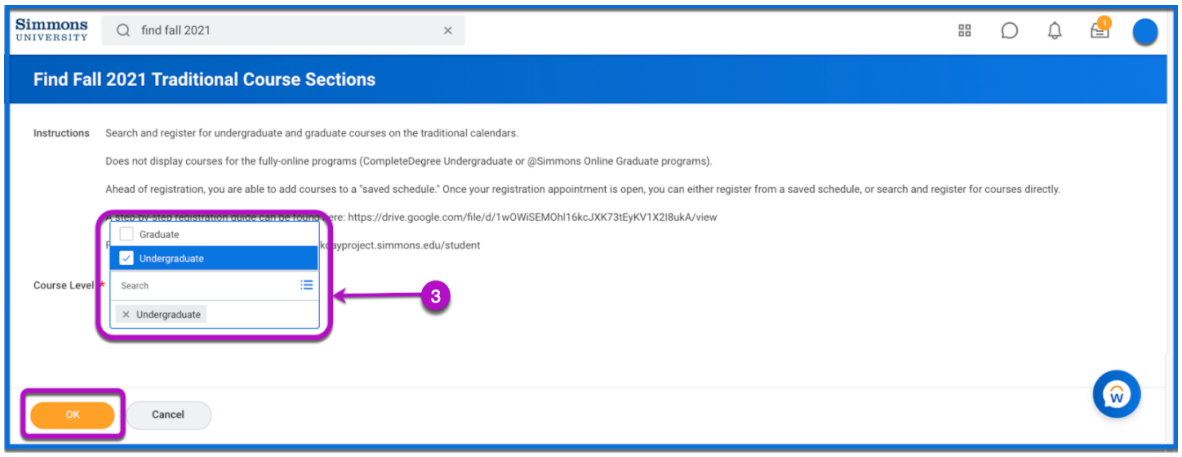
1. Go to workday.simmons.edu and log in using your Simmons email and password. Navigate to the **Search & Register for Courses** worklet on your landing page.



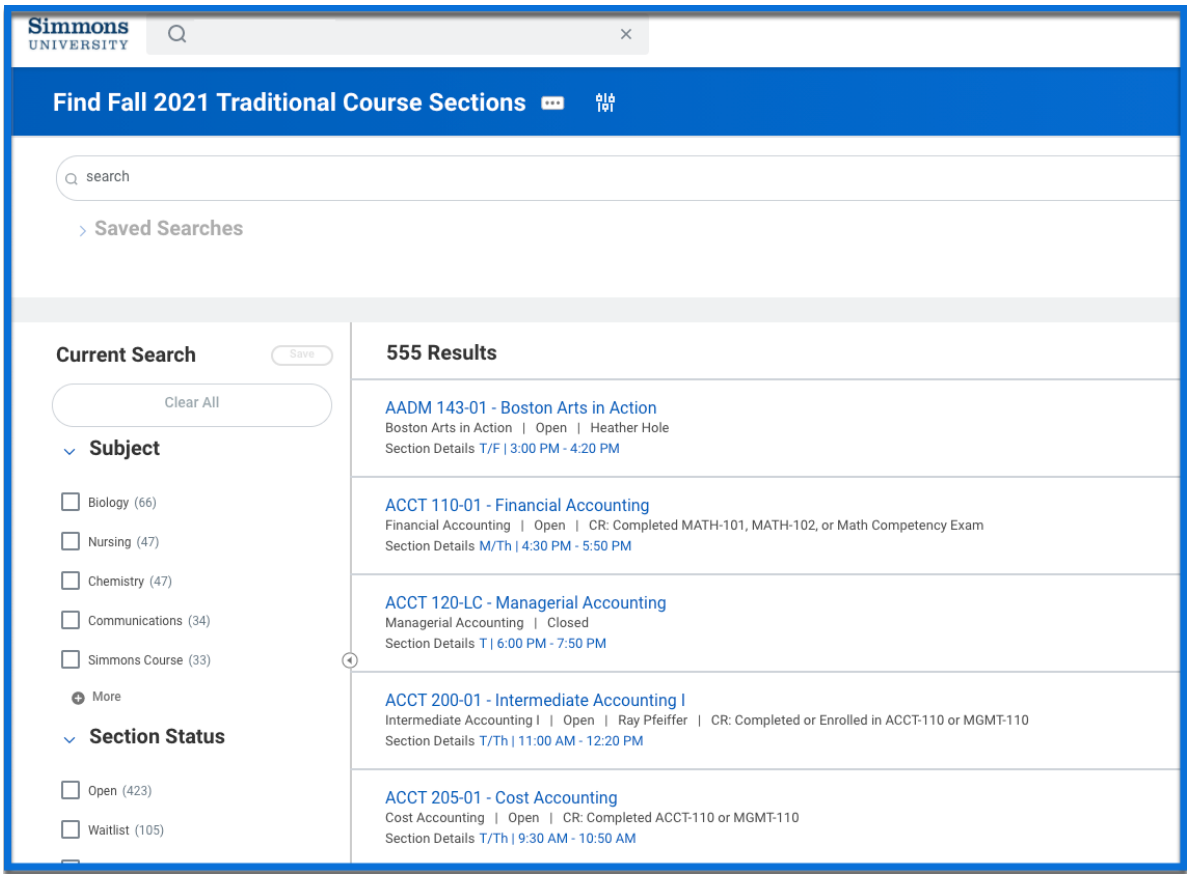
2. Select **Find Fall 2021 Traditional Course Sections**.



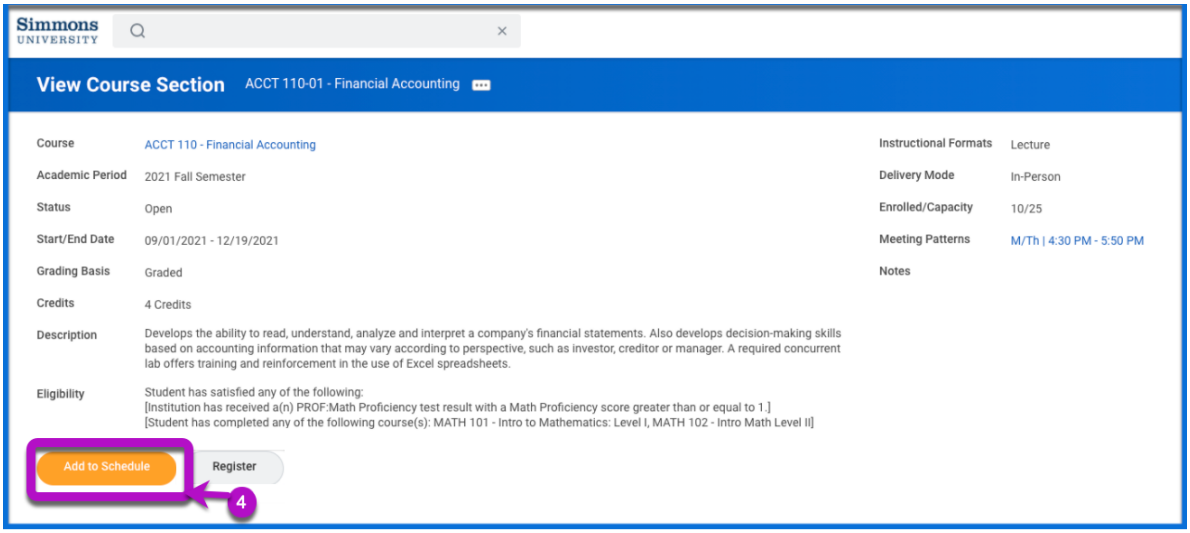
3. Select the desired Course Level.



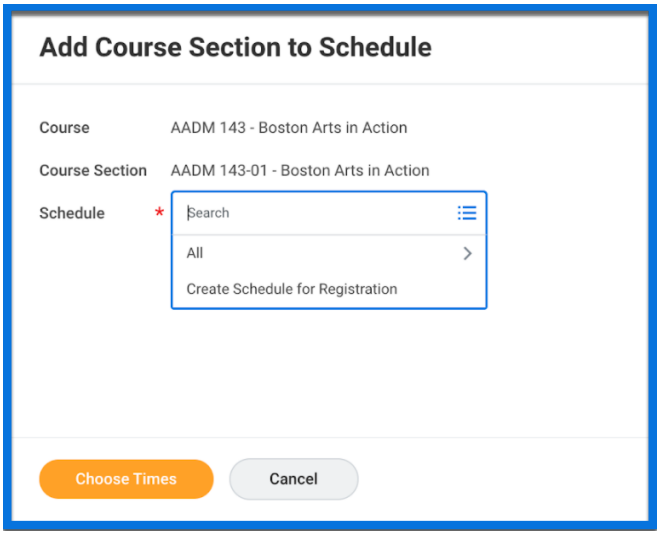
4. Select the course you want to add.



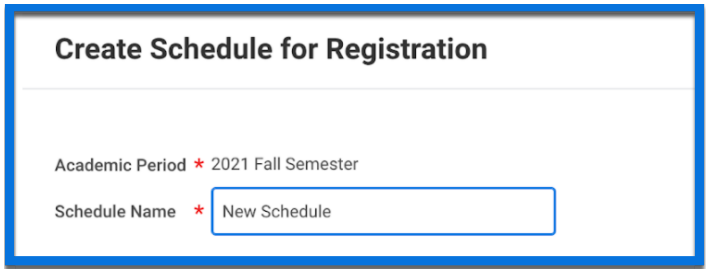
5. Choose Add to Schedule.



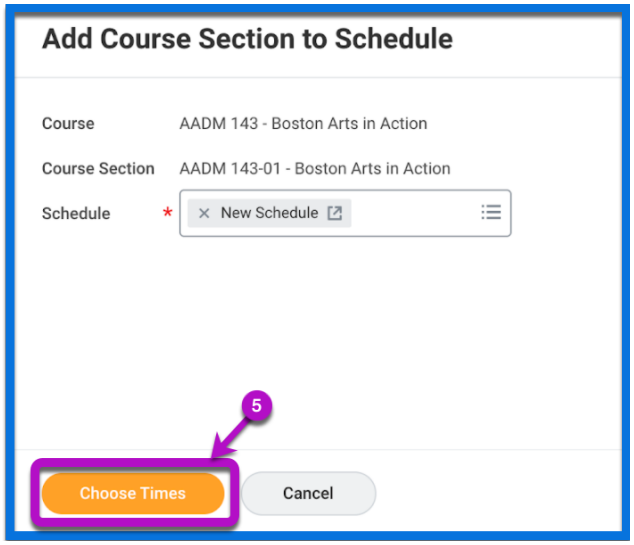
6. You will be redirected to a page that asks you whether the course should be added to an existing schedule or if you'd like to create a new schedule for registration.



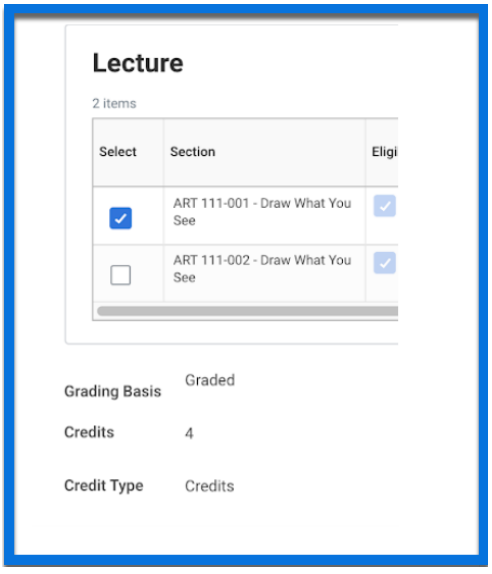
7. If you would like to add to an existing schedule, select All and pick which schedule you want to add it to. If you want to create a new one, select **Create Schedule for Registration** and give the schedule a name.



8. Choose **Choose Times**.



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



workday.