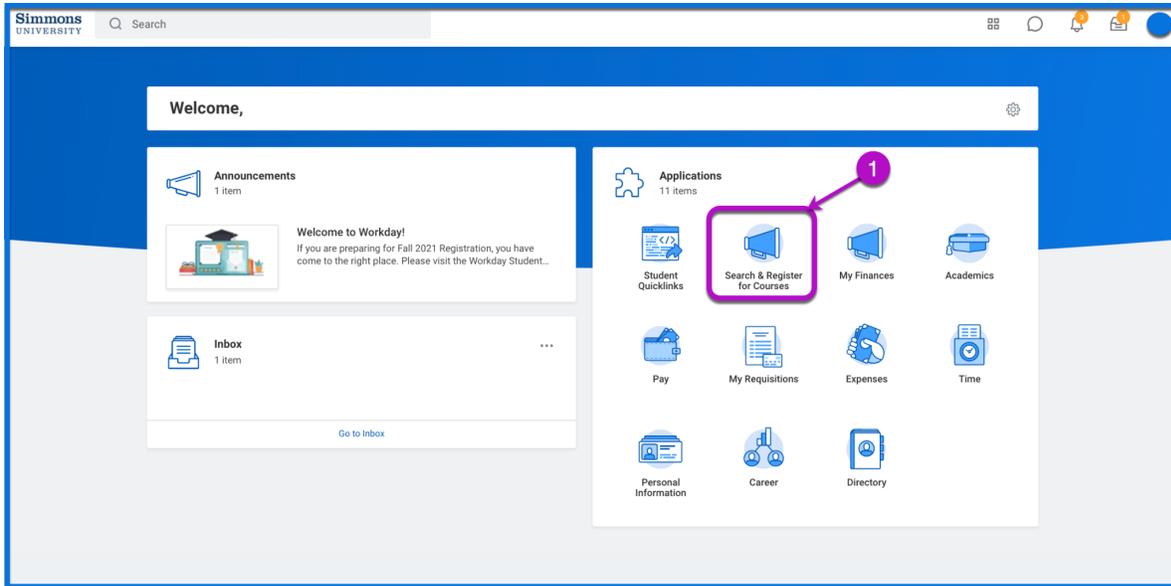
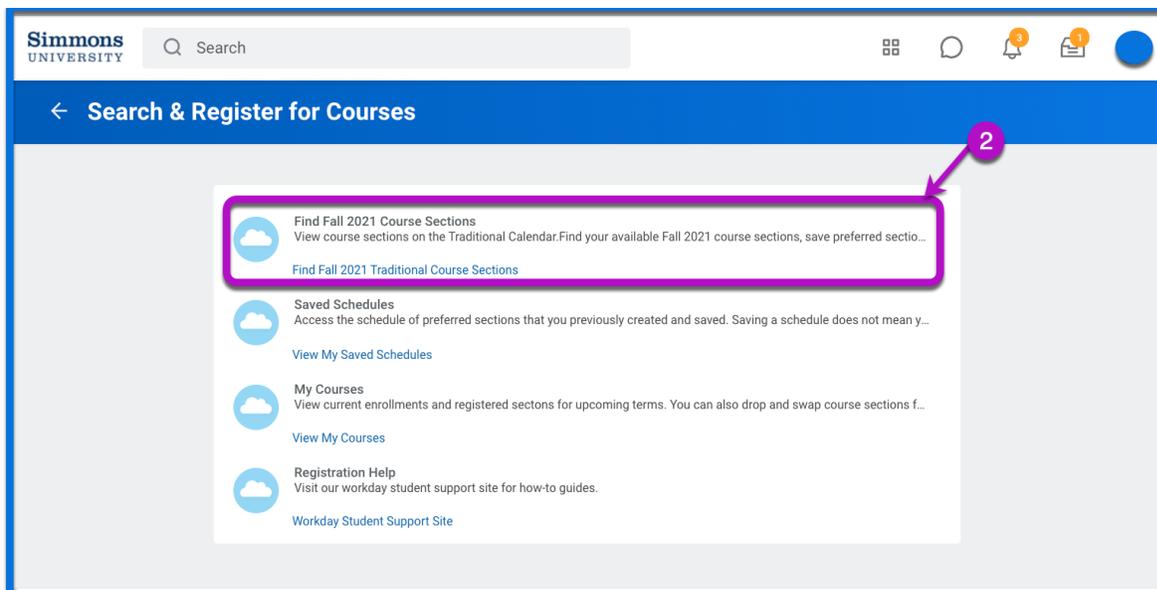


Create a Schedule in Preparation for Registration

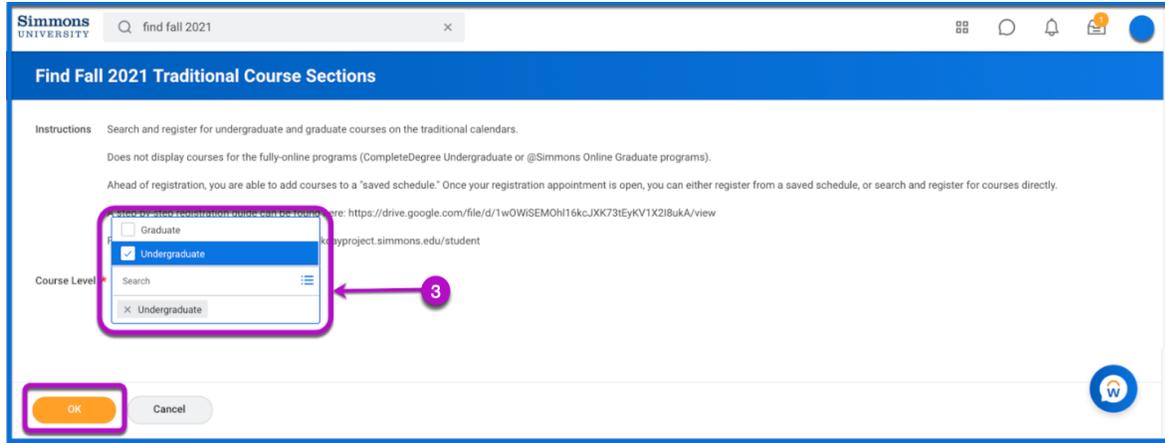
1. Go to workday.simmons.edu and log in using your Simmons email and password. Navigate to the **Search & Register for Courses** worklet on your landing page.



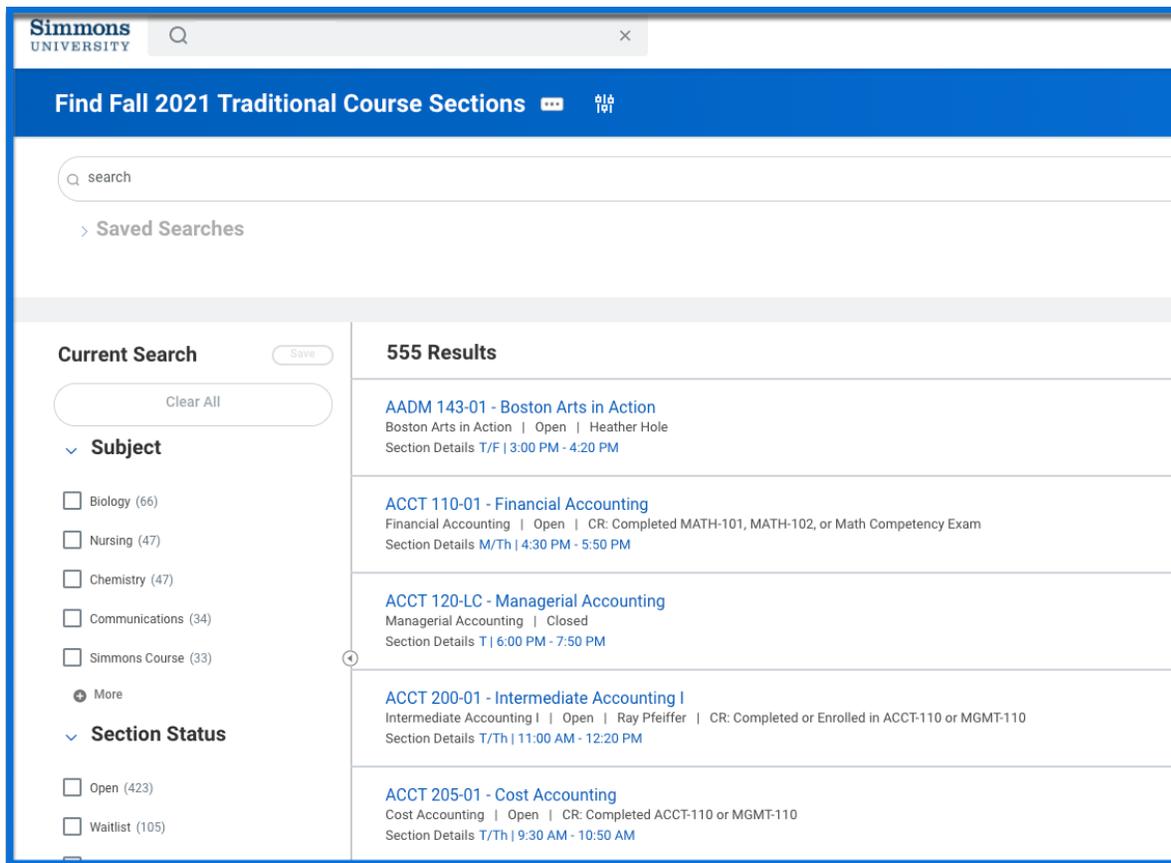
2. Select **Find Fall 2021 Traditional Course Sections**.



3. Select the desired Course Level.



4. Select the course you want to add.



5. Choose Add to Schedule.

Simmons UNIVERSITY

View Course Section ACCT 110-01 - Financial Accounting

Course	ACCT 110 - Financial Accounting	Instructional Formats	Lecture
Academic Period	2021 Fall Semester	Delivery Mode	In-Person
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 a(n) 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 Schedule 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 Course Section to Schedule

Course AADM 143 - Boston Arts in Action

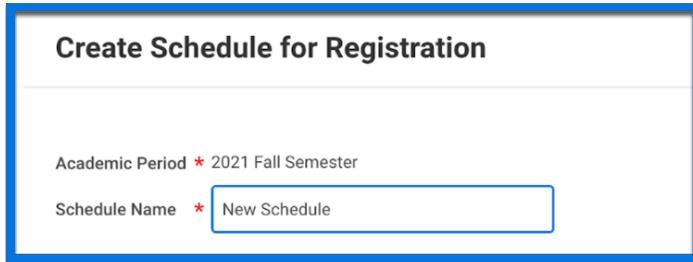
Course Section AADM 143-01 - Boston Arts in Action

Schedule *

- All >
- Create Schedule for Registration

Choose Times 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.

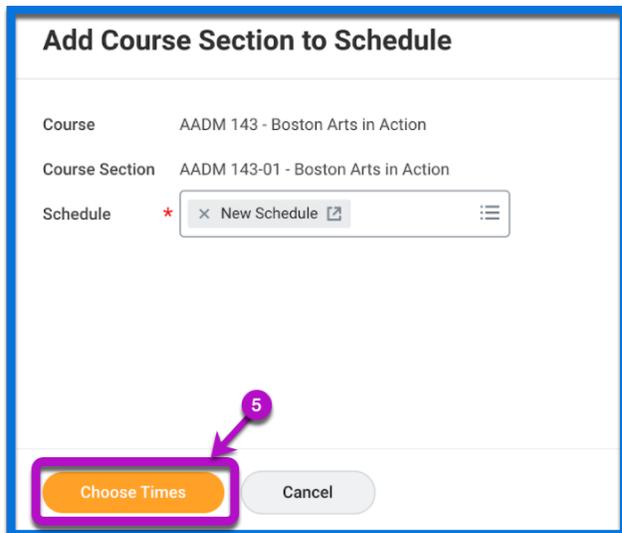


Create Schedule for Registration

Academic Period * 2021 Fall Semester

Schedule Name *

8. Choose **Choose Times**.



Add Course Section to Schedule

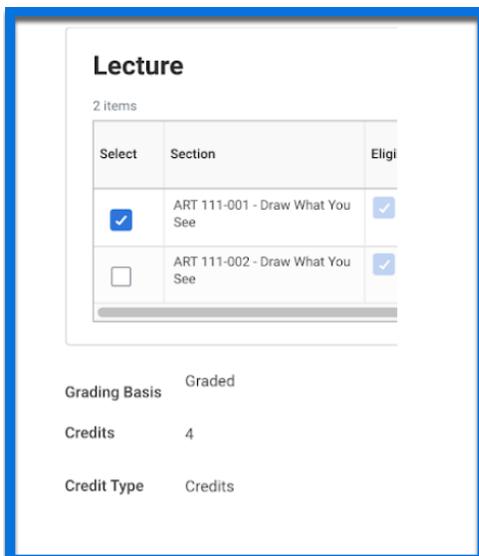
Course AADM 143 - Boston Arts in Action

Course Section AADM 143-01 - Boston Arts in Action

Schedule *

Choose Times Cancel

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



Lecture

2 Items

Select	Section	Eligi
<input checked="" type="checkbox"/>	ART 111-001 - Draw What You See	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ART 111-002 - Draw What You See	<input checked="" type="checkbox"/>

Grading Basis Graded

Credits 4

Credit Type Credits