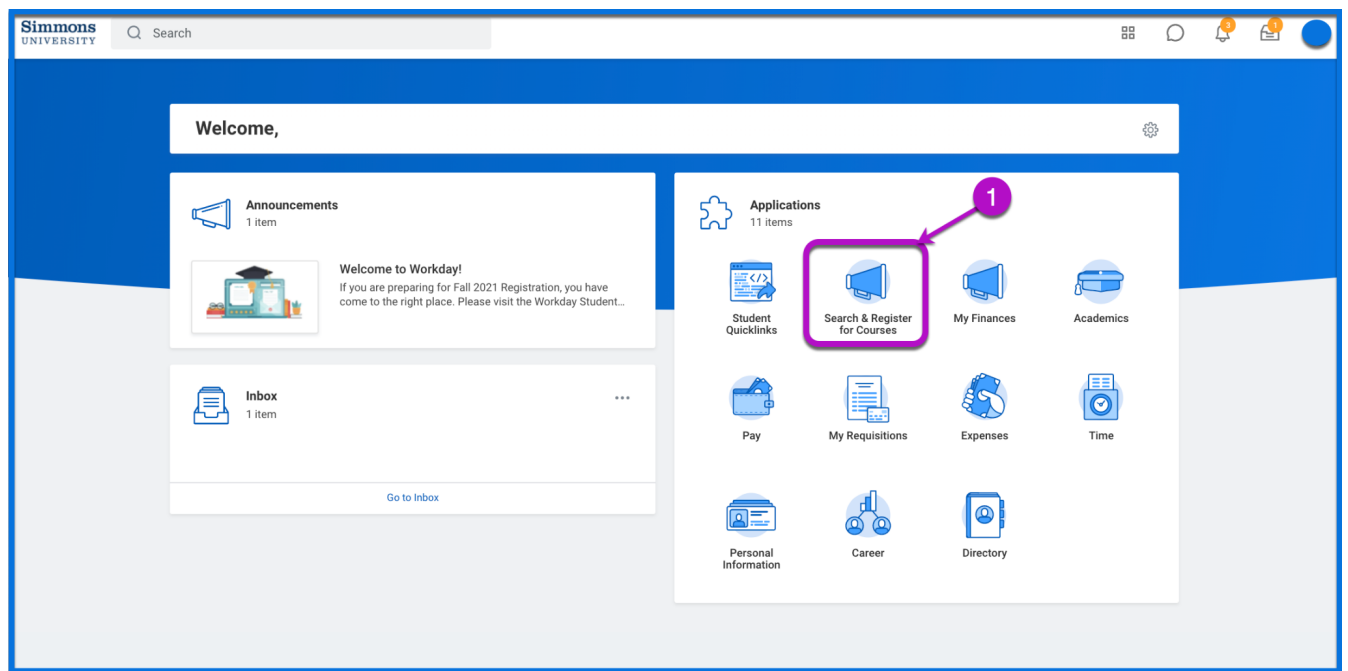


# Register for a Course

1. [Register from Saved Schedule](#)
2. [Register from Course List](#)

## Register from Saved Schedule

1. Go to [workday.simmons.edu](http://workday.simmons.edu) and log in using your Simmons email and password. Select the **Search & Register for Courses** worklet on your landing page.



## 2. Select View My Saved Schedules.

The screenshot shows the 'Search & Register for Courses' page. At the top left is the Simmons University logo and a search bar. The page title is 'Search & Register for Courses'. A list of options is displayed, with 'Saved Schedules' highlighted by a purple box and a callout number '2'. The options include:

- Find Fall 2021 Course Sections: View course sections on the Traditional Calendar. Find your available Fall 2021 course sections, save preferred sections...
- Find Fall 2021 Traditional Course Sections
- Saved Schedules**: Access the schedule of preferred sections that you previously created and saved. Saving a schedule does not mean you are registered for the course.
- View My Saved Schedules
- My Courses: View current enrollments and registered sections for upcoming terms. You can also drop and swap course sections for upcoming terms.
- View My Courses
- Registration Help: Visit our workday student support site for how-to guides.
- Workday Student Support Site

## 3. Select the semester that the schedule is in.

The screenshot shows the 'View My Saved Schedules' page. At the top left is the Simmons University logo and a search bar. The page title is 'View My Saved Schedules'. Below the title is a form with a label 'Start Date within \*' and a dropdown menu. The dropdown menu is open, showing a list of options. A callout number '3' points to the dropdown menu. Below the form are two buttons: 'OK' and 'Cancel'.

4. Scroll through your Saved Schedules and choose Start Registration under the desired one.

Simmons UNIVERSITY

View My Saved Schedules

Student

Academic Period 2021 Fall Semester

Computer Science Major (B.S.)

Saved Schedule

Schedule Name

Turn on the new tables view

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
AADM 143 - Boston Arts in Action	Graded	4	AADM 143-01 - Boston Arts in Action	Open	Lecture	Heather Hole	09/01/2021	12/19/2021	T/F   3:00 PM - 4:20 PM

Start Registration View Schedule Add Course Edit Remove

4

5. Review the courses and choose Register at the bottom of the screen.

Simmons UNIVERSITY

Register from Saved Schedule

Academic Period 2021 Fall Semester

Add Course

AADM 143 - Boston Arts in Action  
4 Credits

Course Listing AADM 143 - Boston Arts in Action

Description Go behind the scenes of Boston's art world, and learn about the structure of cultural organizations around the globe. Emphasizes firsthand experience of Boston's visual and performing arts institutions through site visits, concerts, and guest lectures. Examines theory and best practices in non-profits, including audience outreach, education, curation, and fundraising.

Eligible

Lecture

1 Item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available
<input checked="" type="checkbox"/>	AADM 143-01 - Boston Arts in Action	<input checked="" type="checkbox"/>	Open	09/01/2021	12/19/2021	T/F   3:00 PM - 4:20 PM	Heather Hole	15	7

Grading Basis \* Graded

Credits 4

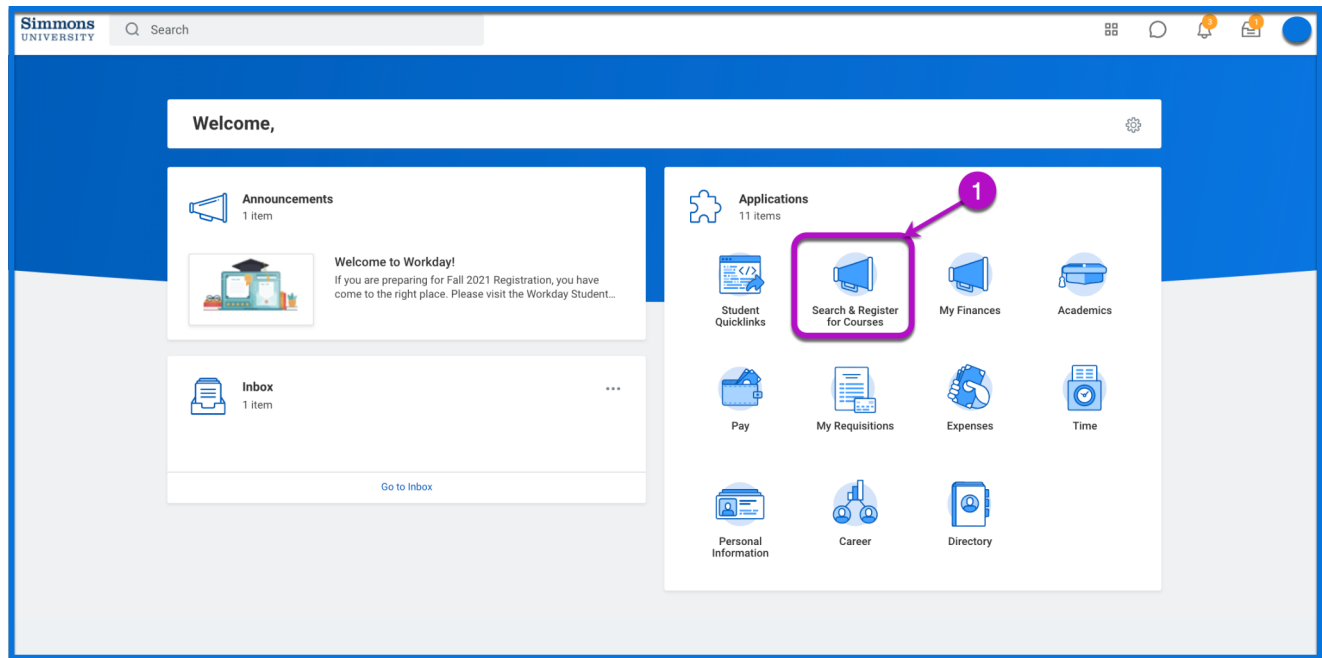
Credit Type Credits

Register Cancel

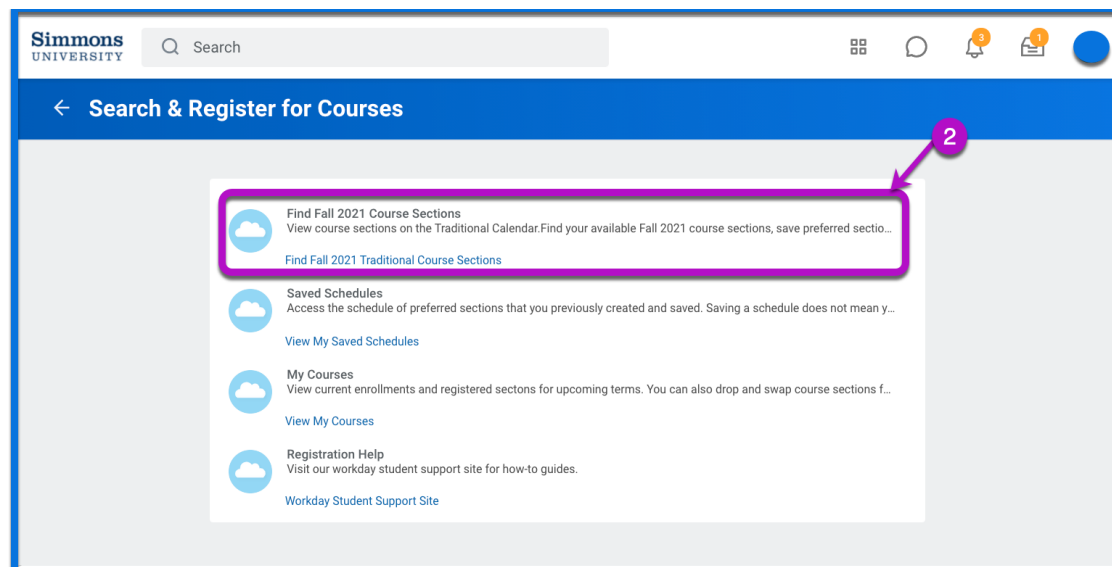
5

# Register from Course List

1. Go to [workday.simmons.edu](https://workday.simmons.edu) and log in using your Simmons email and password. Select the **Search & Register for Courses** worklet on your landing page.



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



### 3. Select the desired Course Level.

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find fall 2021

#### Find Fall 2021 Traditional Course Sections

**Instructions** Search and register for undergraduate and graduate courses on the traditional calendars.  
Does not display courses for the fully-online programs (CompleteDegree Undergraduate or @Simmons Online Graduate programs).  
Ahead of registration, you are able to add courses to a "saved schedule." Once your registration appointment is open, you can either register from a saved schedule, or search and register for courses directly.

Course Level

- Graduate
- Undergraduate

OK Cancel

### 4. Select the course you want to register for and choose Register on the following page.

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#### Find Fall 2021 Traditional Course Sections

search

> Saved Searches

**Current Search** Save Clear All

**Subject**

- Biology (66)
- Nursing (47)
- Chemistry (47)
- Communications (34)
- Simmons Course (33)
- More

**Section Status**

- Open (423)
- Waitlist (105)

**555 Results**

- AADM 143-01 - Boston Arts in Action**  
Boston Arts in Action | Open | Heather Hole  
Section Details T/F | 3:00 PM - 4:20 PM
- 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
- ACCT 120-LC - Managerial Accounting**  
Managerial Accounting | Closed  
Section Details T | 6:00 PM - 7:50 PM
- 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
- 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

**Simmons UNIVERSITY**

**View Course Section** ACCT 110-01 - Financial Accounting ⋮

<b>Course</b>	ACCT 110 - Financial Accounting	<b>Instructional Formats</b>	Lecture
<b>Academic Period</b>	2021 Fall Semester	<b>Delivery Mode</b>	In-Person
<b>Status</b>	Open	<b>Enrolled/Capacity</b>	10/25
<b>Start/End Date</b>	09/01/2021 - 12/19/2021	<b>Meeting Patterns</b>	M/Th   4:30 PM - 5:50 PM
<b>Grading Basis</b>	Graded	<b>Notes</b>	
<b>Credits</b>	4 Credits		
<b>Description</b>	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.		
<b>Eligibility</b>	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 4

5. Pick the section and the Grading Basis and choose Register.

**Simmons UNIVERSITY**

**Register for Course Section**

Academic Period 2021 Fall Semester

**Add Course**

ACCT 110 - Financial Accounting  
4 Credits

**Course Listing** ACCT 110 - Financial Accounting

**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.

**Eligible**

**Lecture**

1 Item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ACCT 110-01 - Financial Accounting	<input checked="" type="checkbox"/>	Open	09/01/2021	12/19/2021	M/Th   4:30 PM - 5:50 PM		25	15	25

**Grading Basis** Graded

**Credits** 4

**Credit Type** Credits

Register Cancel W

5

6. In some cases, you may need to Troubleshoot the Registration. Choose Troubleshoot.

**Simmons UNIVERSITY** Search

**View Course Section** AADM 143-01 - Boston Arts in Action

<b>Course</b>	AADM 143 - Boston Arts in Action	<b>Instructional Formats</b>	Lecture
<b>Academic Period</b>	2021 Fall Semester	<b>Delivery Mode</b>	In-Person
<b>Status</b>	Open	<b>Enrolled/Capacity</b>	8/15
<b>Start/End Date</b>	09/01/2021 - 12/19/2021	<b>Meeting Patterns</b>	T/F   3:00 PM - 4:20 PM
<b>Grading Basis</b>	Graded	<b>Instructor</b>	
<b>Credits</b>	4 Credits	<a href="#">Heather Hole</a>	
<b>Description</b>	Go behind the scenes of Boston's art world, and learn about the structure of cultural organizations around the globe. Emphasizes first-hand experience of Boston's visual and performing arts institutions through site visits, concerts, and guest lectures. Examines theory and best practices in non-profits, including audience outreach, education, curation, and fundraising.		<b>Notes</b>

[Add to Schedule](#) [Troubleshoot](#) **6**

7. The next page will tell you if you have any unfulfilled prerequisites/other requirements that are preventing you from registering for the course. Review the courses and choose Register at the bottom of the screen.