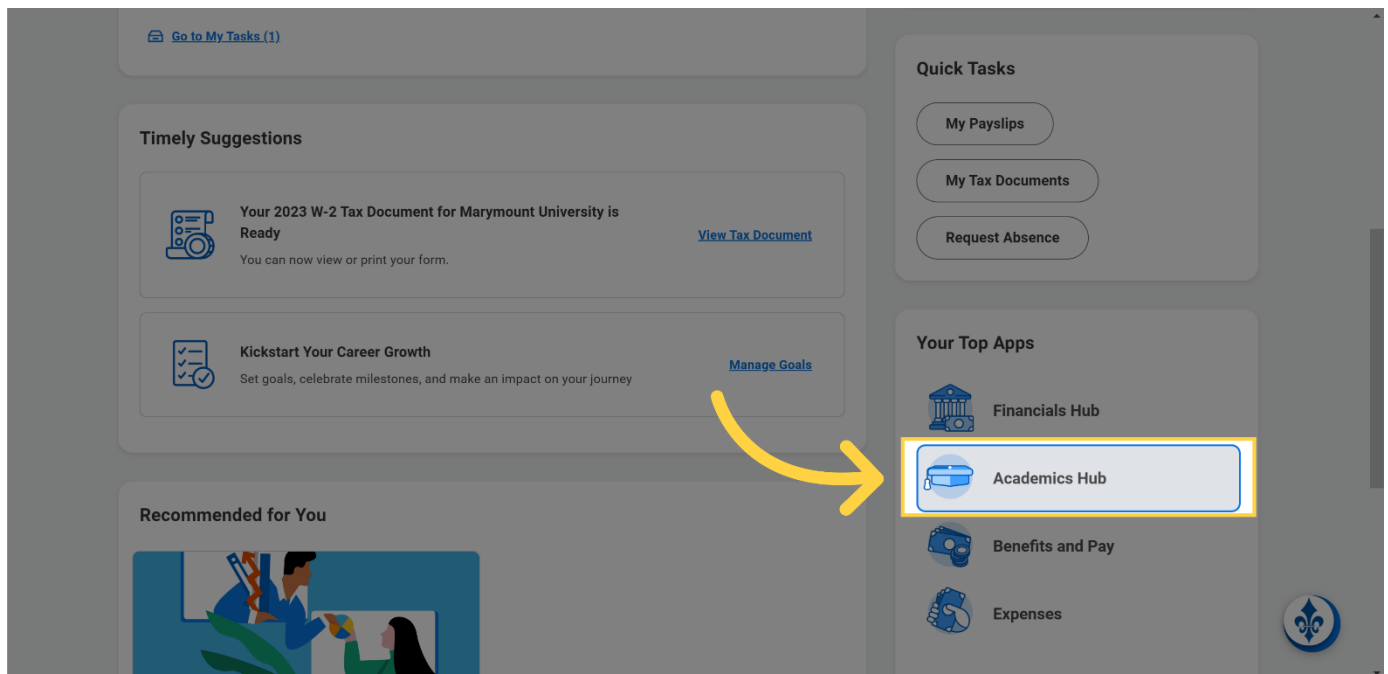


How to Register from a Registration Cart

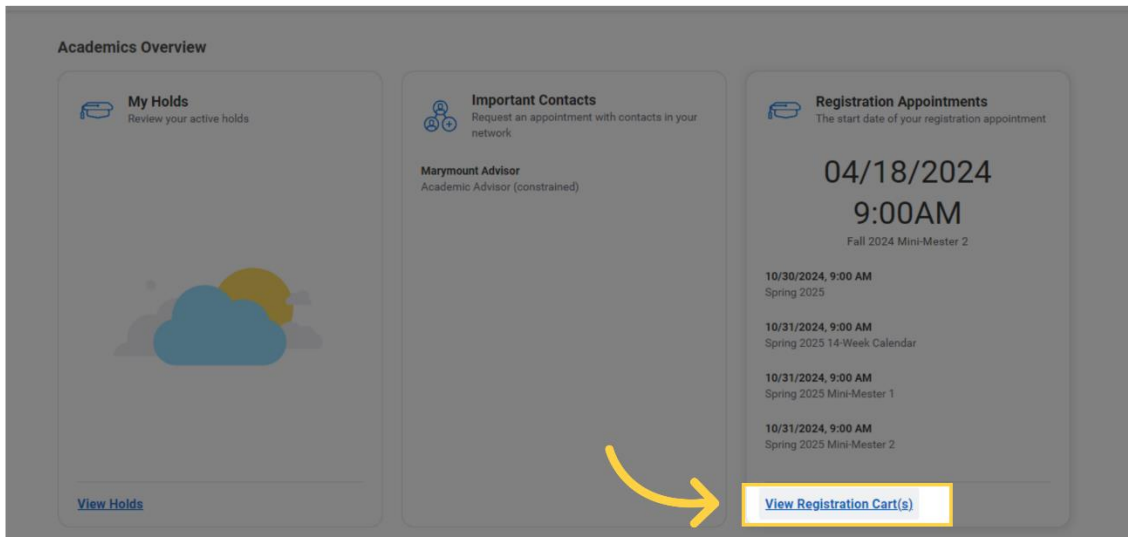
1. Academics Hub

Log into your Workday account and scroll down the main screen to the Your Top Apps tile. Click on the Academics Hub icon



2. Click "View Registration Cart(s)"

Navigate to view the Registration Appointment section of the Academic Hub dashboard. Note the date and time for your registration appointment. At or after your appointment time, click on the View Registration Cart button, to find a previously created registration cart so that you can register directly from the cart.



3. View Registration Cart

Under Upcoming Registration Cart(s), you can see active registration carts. Carts from prior semesters will be under Past Registration Cart(s).

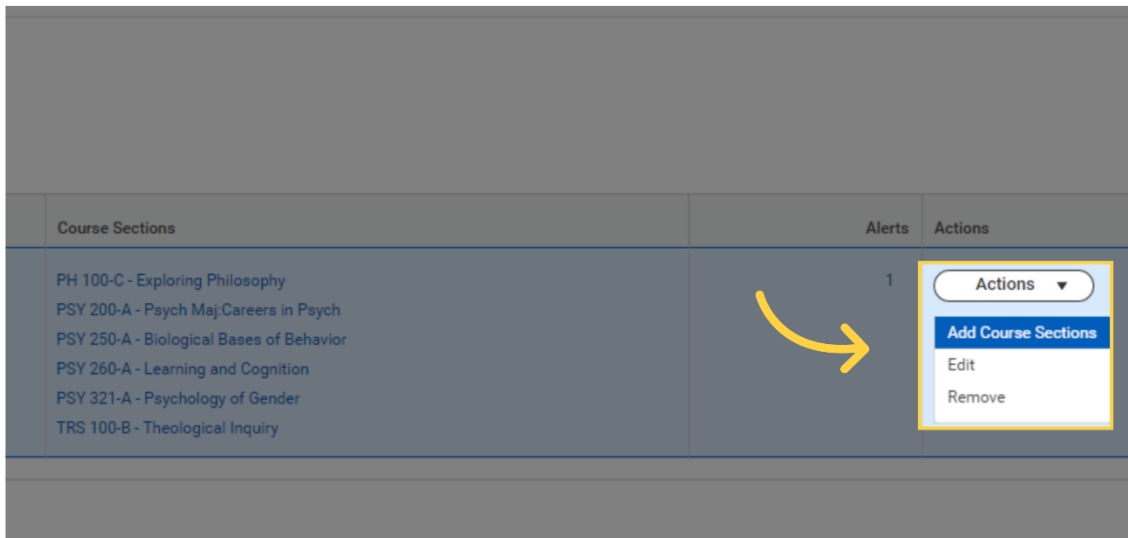
The screenshot shows the 'Registration Cart' interface. It has two tabs: 'Upcoming Registration Cart(s)' (active) and 'Past Registration Cart(s)'. Under the 'Upcoming Registration Cart(s)' tab, there is a section for 'Psychology (BA) (B.A.)' with a dropdown arrow. Below this, there are two sections: 'Fall 2024' and 'Spring 2025'. Each section shows a table with columns for 'Registration Cart', 'Course Sections', 'Alerts', and 'Actions'.

| Registration Cart | Course Sections | Alerts | Actions |
|-------------------|---|--------|---------|
| FALL 2024 | PH 100-C - Exploring Philosophy PSY 200-A - Psych Maj: Careers in Psych PSY 250-A - Biological Bases of Behavior PSY 260-A - Learning and Cognition PSY 321-A - Psychology of Gender TRS 100-B - Theological Inquiry | 1 | Actions |

| Registration Cart | Course Sections | Alerts | Actions |
|-------------------|--|--------|---------|
| Spring plan | CHM 152-A - Principles of Chemistry II CHM 152L-A - Principles of Chemistry II Lab MA 181-A - Calculus I | 2 | Actions |

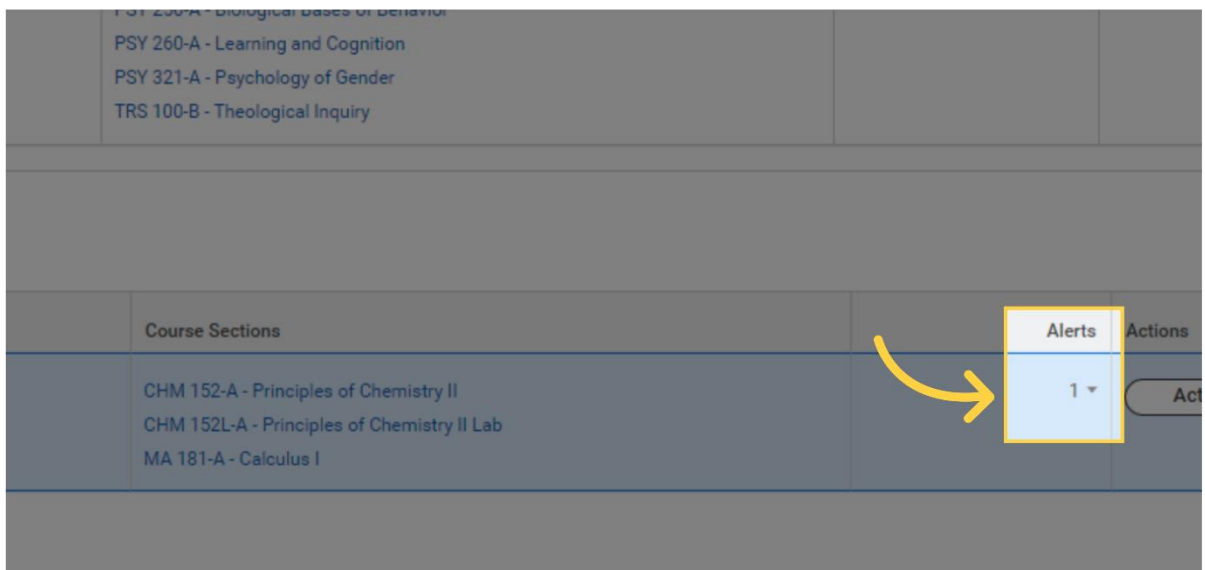
4. Click "Actions"

Click the Actions button to add or remove a course section or edit your cart.



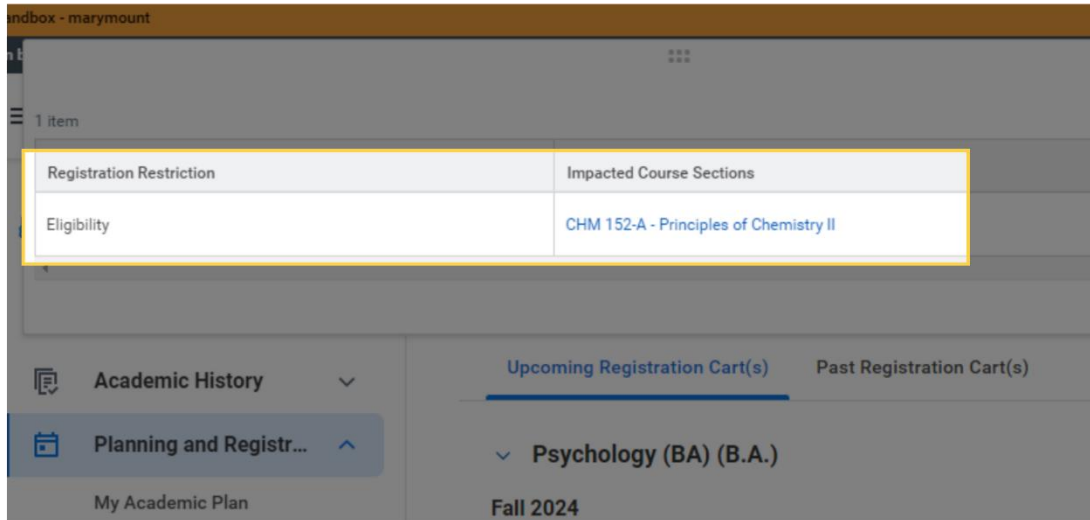
5. View Alerts

If there is a number in the Alerts column, click on the number to view details of the alert.



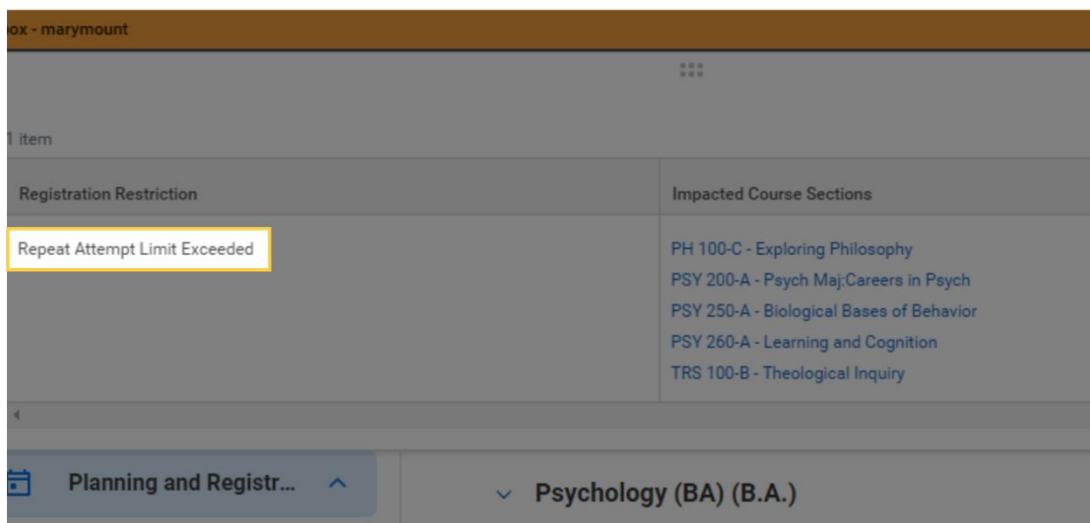
6. Eligibility Alert

This error means that the student does not meet the eligibility requirement to register for the listed course in the cart.



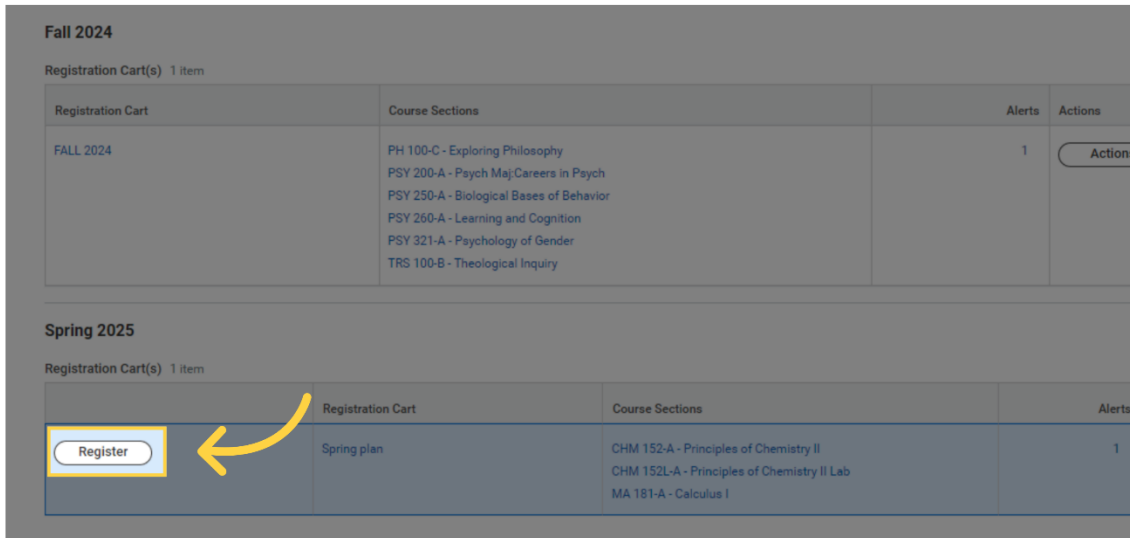
7. Repeat Limit Exceeded Alert

The Repeat Attempt Limit Exceeded appears when you have already registered for a course. If you are retaking a course, talk to your advisor to get registered. This error also comes up if you have already used this cart to register for the semester. You can create a new cart or use Find Course Sections to register for individual courses directly.



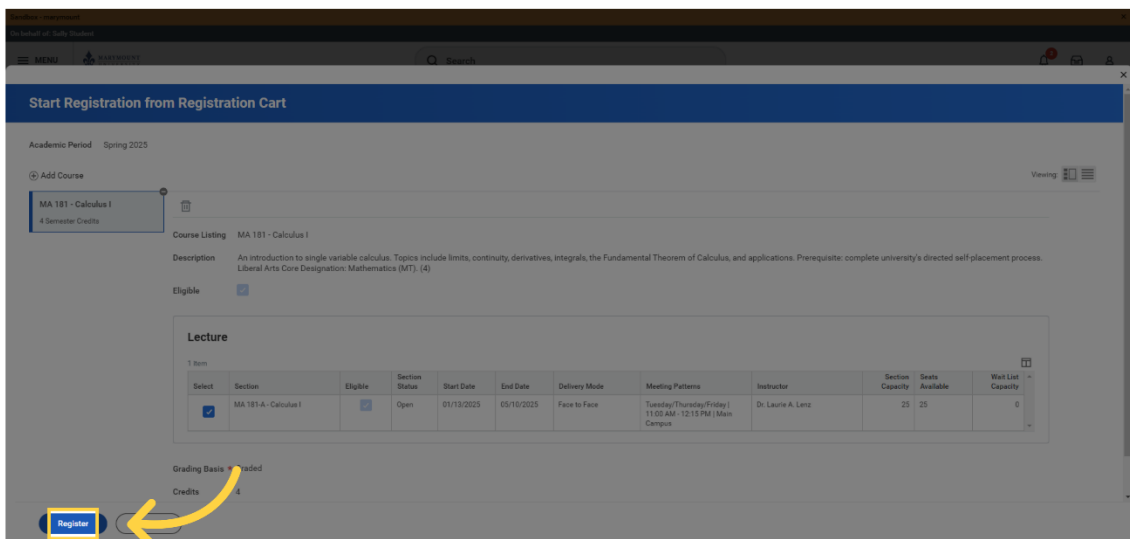
8. Click "Register"

Click the Register button to begin registration. Note that this will only appear when you are eligible to register. If you do not see this button, go back to the Overview page to confirm your registration is open and you do not have any holds.



9. Click "Register"

You can edit which section you select from this page if needed. Click the Register button when you are ready to proceed.



10. View Registered Courses

Note the Successful Registration confirmation at the top of the page. Beneath, you can see the details of the classes you have successfully registered for.

The screenshot shows a web application interface for Marymount University. At the top, there is a navigation bar with a menu icon, the university logo, a search bar, and notification icons. Below the navigation bar is a blue banner with the text "Start Registration from Registration Cart". The main content area features a confirmation box with a checkmark icon and the text "Successful Registrations". Below this is a table titled "Registered Courses 1 item" with the following data:

| Course | Section | Meeting Times | Location |
|----------------------------------|------------------------------------|---------------|-----------|
| MBA 626 - Strategic Mgmt Seminar | MBA 626-A - Strategic Mgmt Seminar | | Ball 3066 |

At the bottom of the table, there are two buttons: "View Registered Courses" and "View Student Account".