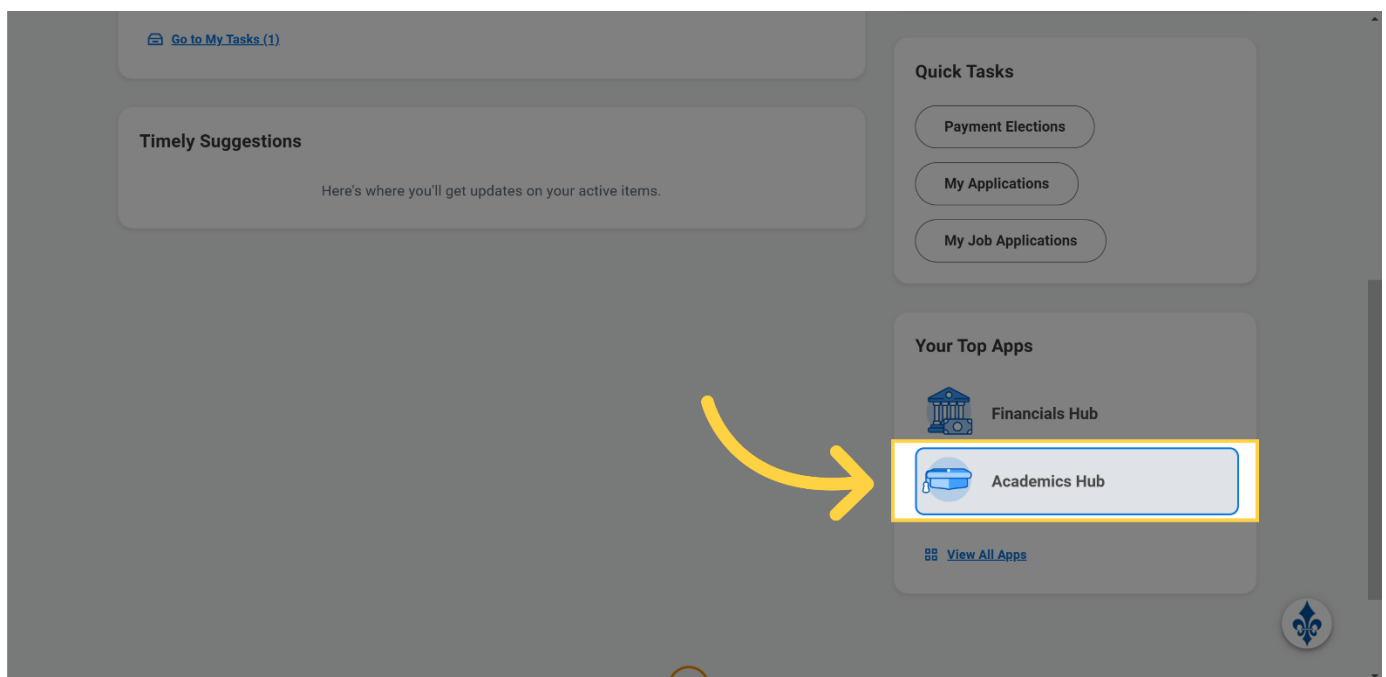


Undergraduate Students Create/Update a Registration Cart

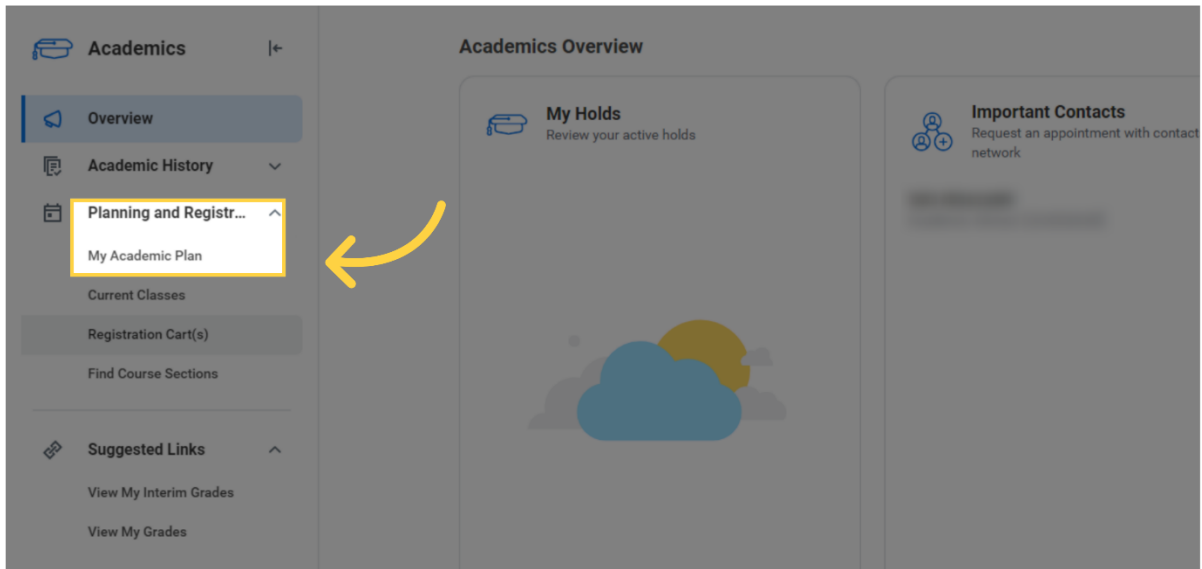
1. Academics Hub

Make sure you have logged into your Workday account. Scroll down the main screen to the "Your Top Apps" tile. Click on the Academics Hub icon.



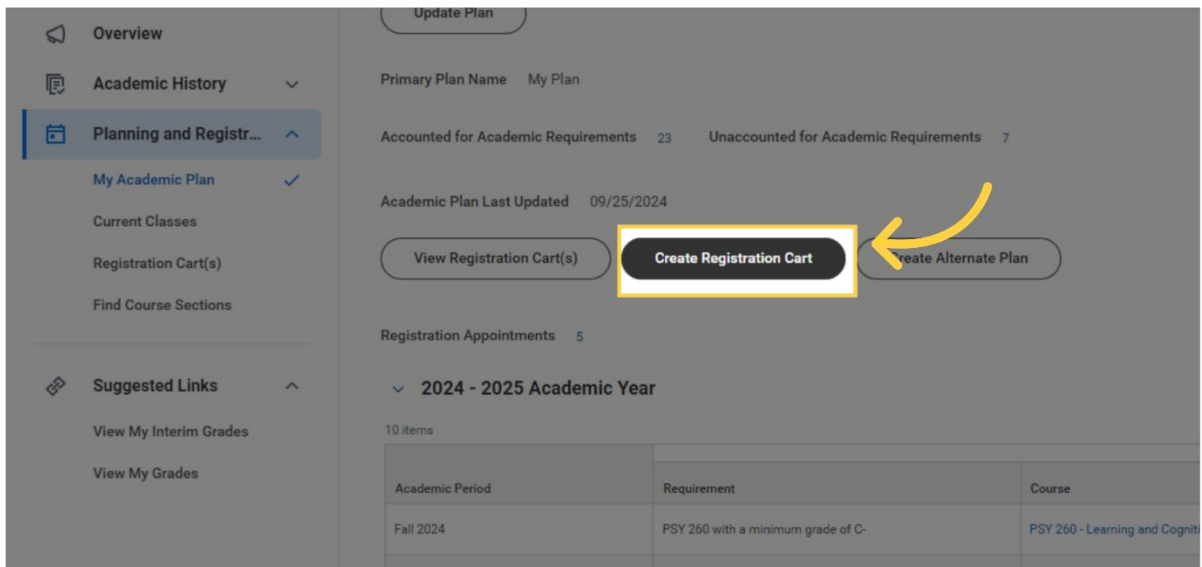
2. My Academic Plan

Select My Academic Plan under the Planning and Registration menu.



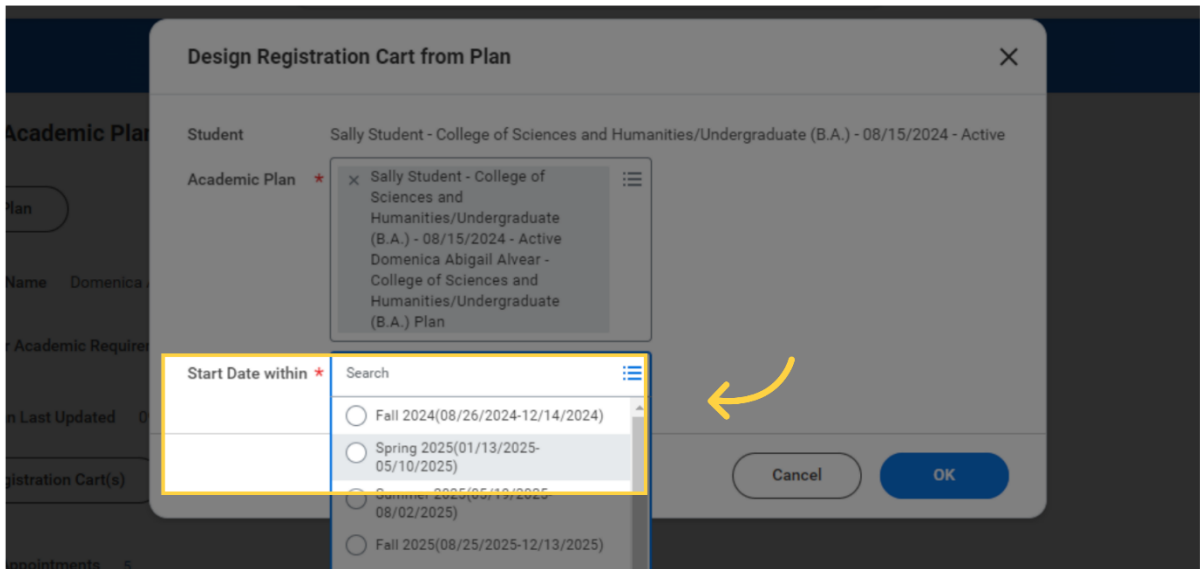
3. Click "Create Registration Cart"

Click on the "Create Registration Cart" to initiate the process to create a new registration cart.



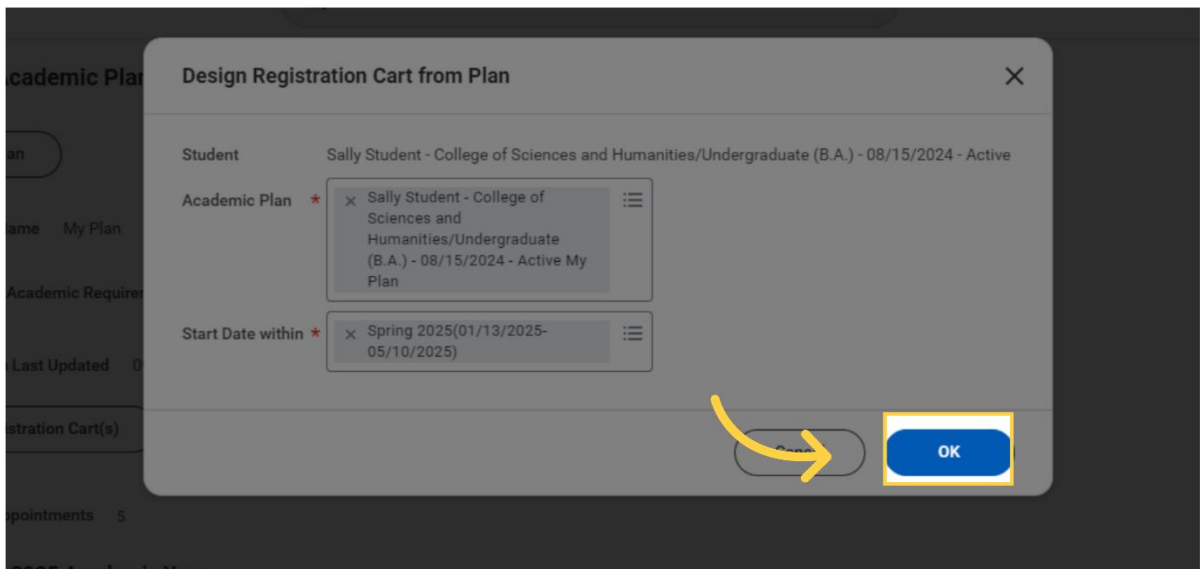
4. Select Academic Period

Choose your academic period from the list provided. In this example, we have chosen Spring 2025.



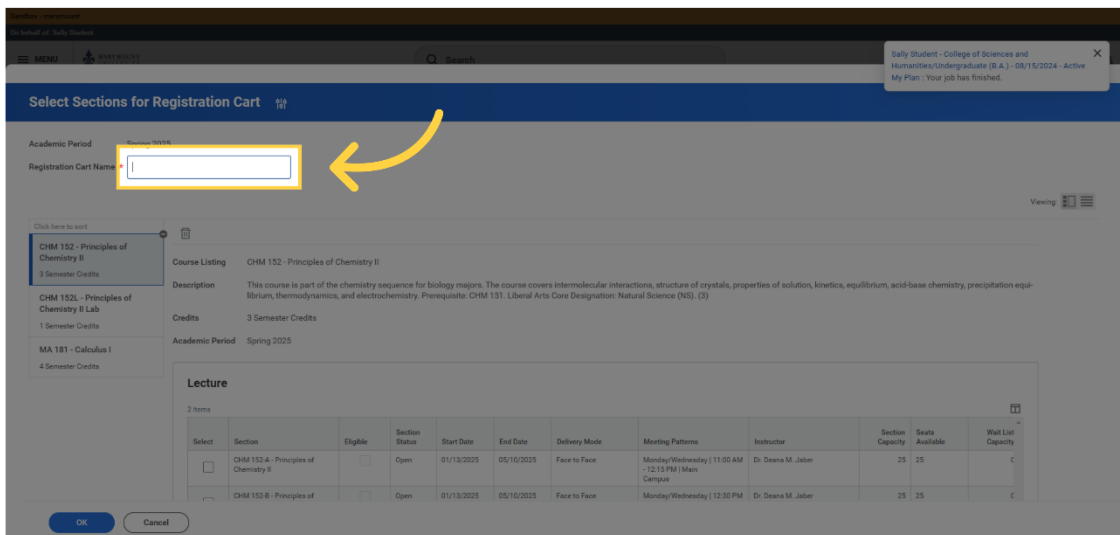
5. Click "OK"

Confirm the selection by clicking OK.



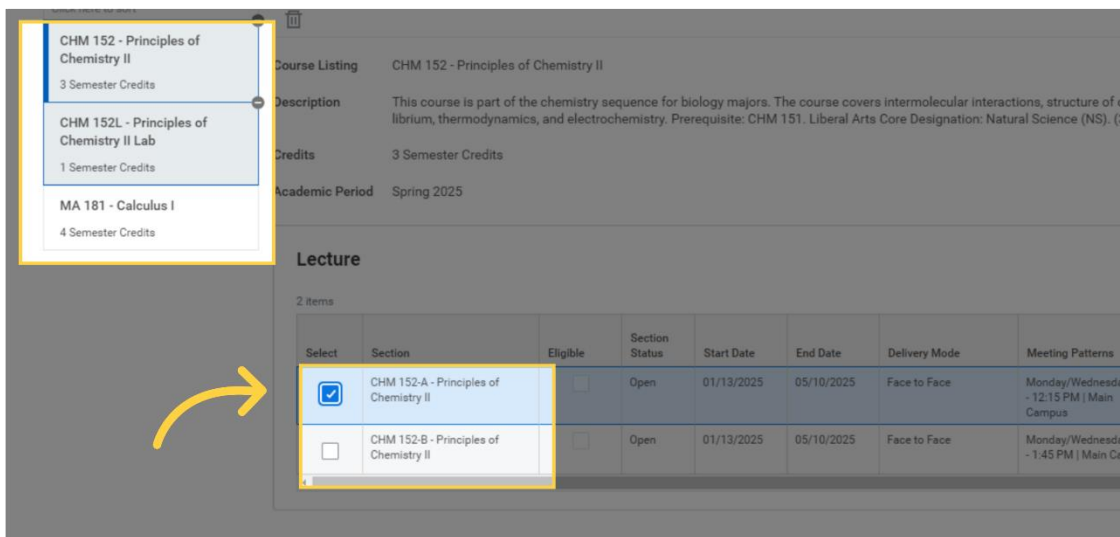
6. Enter a Name

Navigate to the "Registration Cart Name" field and create a personal name for your registration cart.



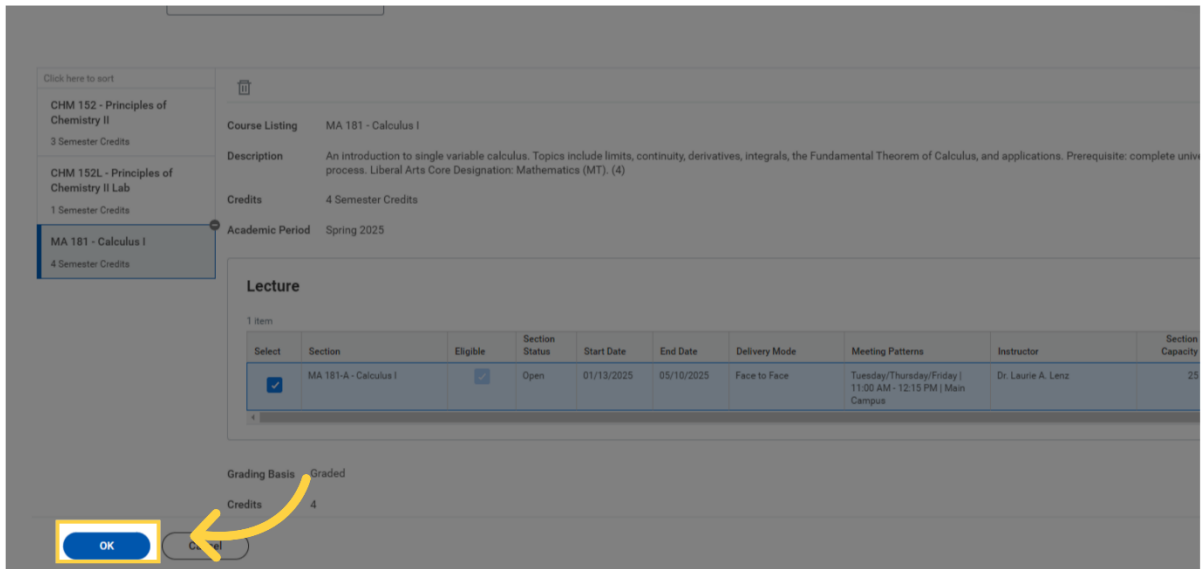
7. Select Section

Classes included in your defined academic plan can be found on the left side bar of the screen. The first class on your list will be highlighted and the details of that class and its available sections will be displayed. Check the select box to select the appropriate section. Repeat this process for each course in your cart.



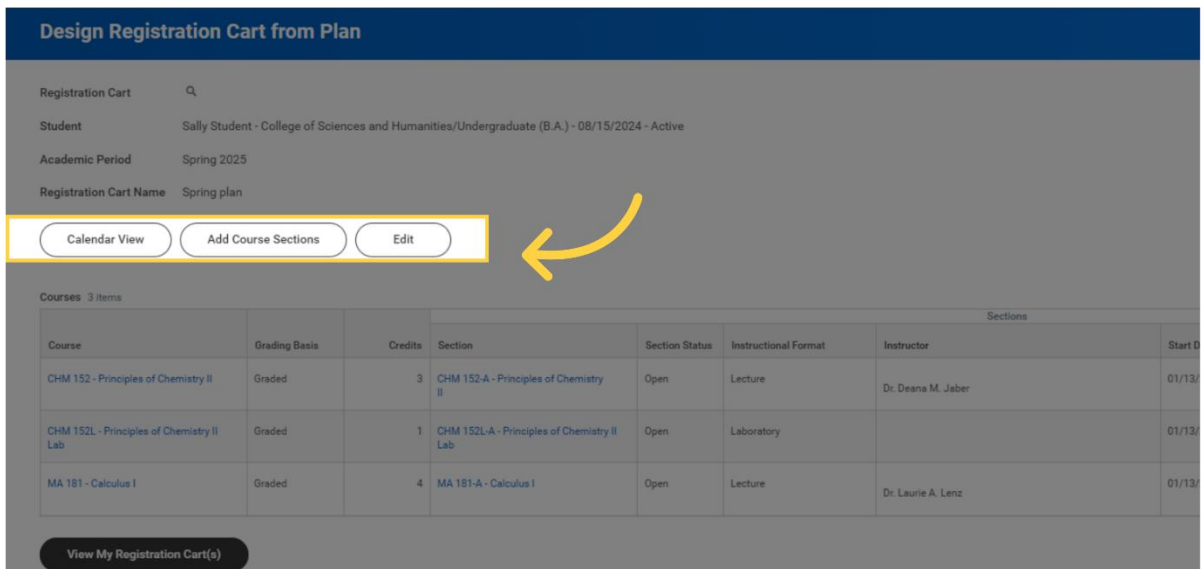
8. Click "OK"

Save your cart by clicking OK.



9. Click "View My Registration Cart(s)"

Navigate to View My Registration Cart(s).



10. Update Cart

You can add additional sections or edit your course from this page.

Design Registration Cart from Plan

Registration Cart

Student Sally Student - College of Sciences and Humanities/Undergraduate (B.A.) - 08/15/2024 - Active

Academic Period Spring 2025

Registration Cart Name Spring plan

[Calendar View](#) [Add Course Sections](#) [Edit](#)

Courses 3 items

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start D
CHM 152 - Principles of Chemistry II	Graded	3	CHM 152-A - Principles of Chemistry II	Open	Lecture	Dr. Deana M. Jaber	01/13/2
CHM 152L - Principles of Chemistry II Lab	Graded	1	CHM 152L-A - Principles of Chemistry II Lab	Open	Laboratory		01/13/2
MA 181 - Calculus I	Graded	4	MA 181-A - Calculus I	Open	Lecture	Dr. Laurie A. Lenz	01/13/2

[View My Registration Cart\(s\)](#)

11. My Registration Carts

Click View My Registration Cart(s) to view all carts.

Design Registration Cart from Plan

Registration Cart

Student Sally Student - College of Sciences and Humanities/Undergraduate (B.A.) - 08/15/2024 - Active

Academic Period Spring 2025

Registration Cart Name Spring plan

[Calendar View](#) [Add Course Sections](#) [Edit](#)

Courses 3 items

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start D
CHM 152 - Principles of Chemistry II	Graded	3	CHM 152-A - Principles of Chemistry II	Open	Lecture	Dr. Deana M. Jaber	01/13/2
CHM 152L - Principles of Chemistry II Lab	Graded	1	CHM 152L-A - Principles of Chemistry II Lab	Open	Laboratory		01/13/2
MA 181 - Calculus I	Graded	4	MA 181-A - Calculus I	Open	Lecture	Dr. Laurie A. Lenz	01/13/2

[View My Registration Cart\(s\)](#)

12. View Registration Cart

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

Upcoming Registration Cart(s)		Past Registration Cart(s)	
Psychology (BA) (B.A.)			
Fall 2024			
Registration Cart(s) 1 item			
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
Spring 2025			
Registration Cart(s) 1 item			
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

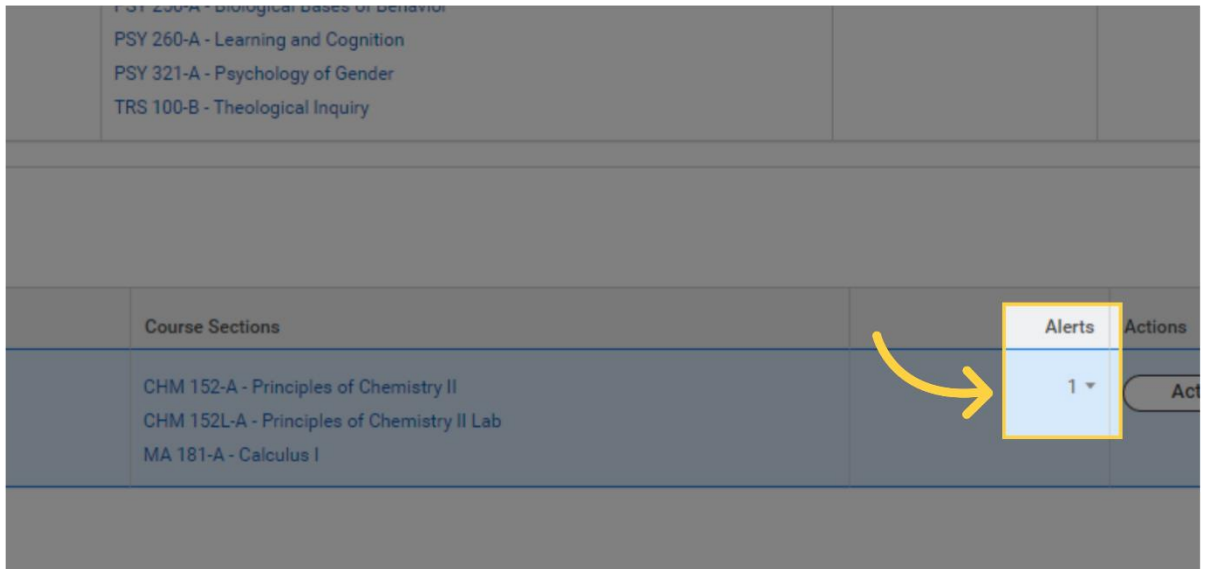
13. Click "Actions"

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

Course Sections	Alerts	Actions
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 Add Course Sections Edit Remove

14. View Alerts

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

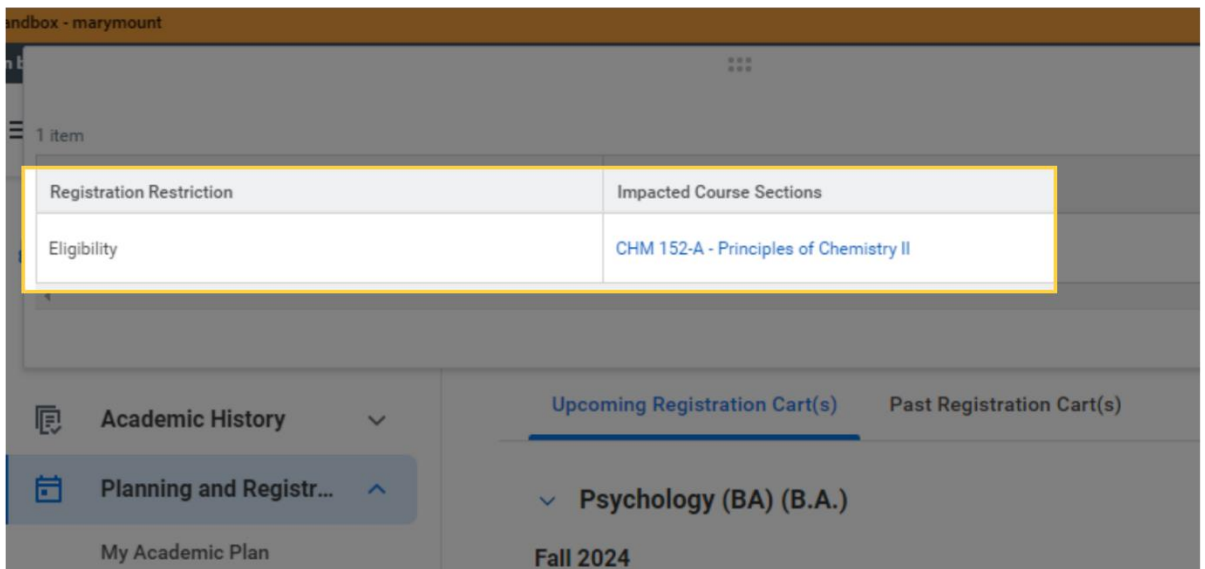


The screenshot shows a table with columns for Course Sections, Alerts, and Actions. A yellow box highlights the 'Alerts' column, which contains the number '1' with a downward arrow. A yellow arrow points from the 'Alerts' column to the 'Actions' column.

Course Sections	Alerts	Actions
CHM 152-A - Principles of Chemistry II CHM 152L-A - Principles of Chemistry II Lab MA 181-A - Calculus I	1 ▾	Act

15. Eligibility Alert

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



The screenshot shows a dialog box with two columns: 'Registration Restriction' and 'Impacted Course Sections'. The 'Registration Restriction' column contains 'Eligibility' and the 'Impacted Course Sections' column contains 'CHM 152-A - Principles of Chemistry II'. Below the dialog box, there is a navigation menu with 'Academic History' and 'Planning and Registr...' (highlighted), and a section for 'Upcoming Registration Cart(s)' showing 'Psychology (BA) (B.A.)' for 'Fall 2024'.

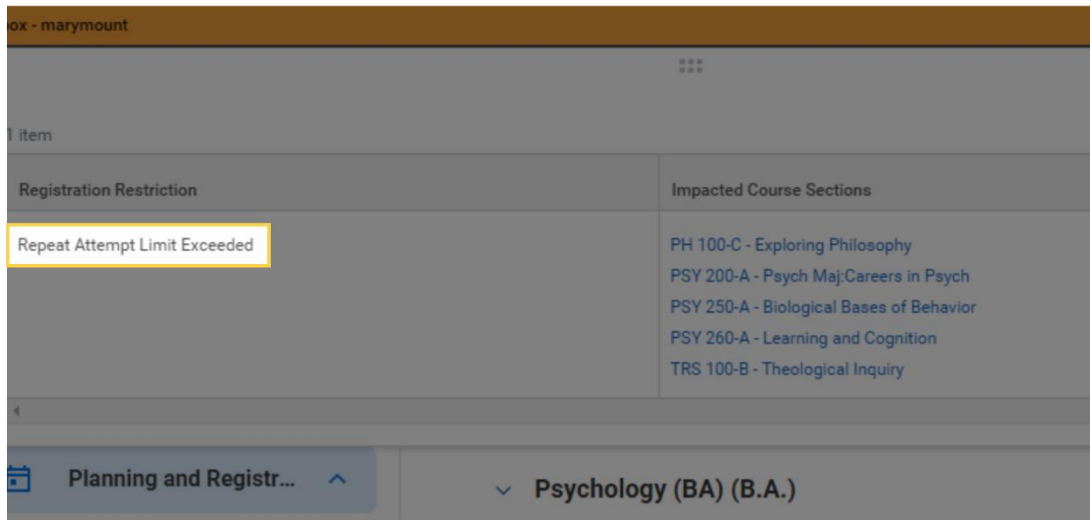
Registration Restriction	Impacted Course Sections
Eligibility	CHM 152-A - Principles of Chemistry II

Academic History ▾
Planning and Registr... ▲
My Academic Plan

Upcoming Registration Cart(s) Past Registration Cart(s)
Psychology (BA) (B.A.)
Fall 2024

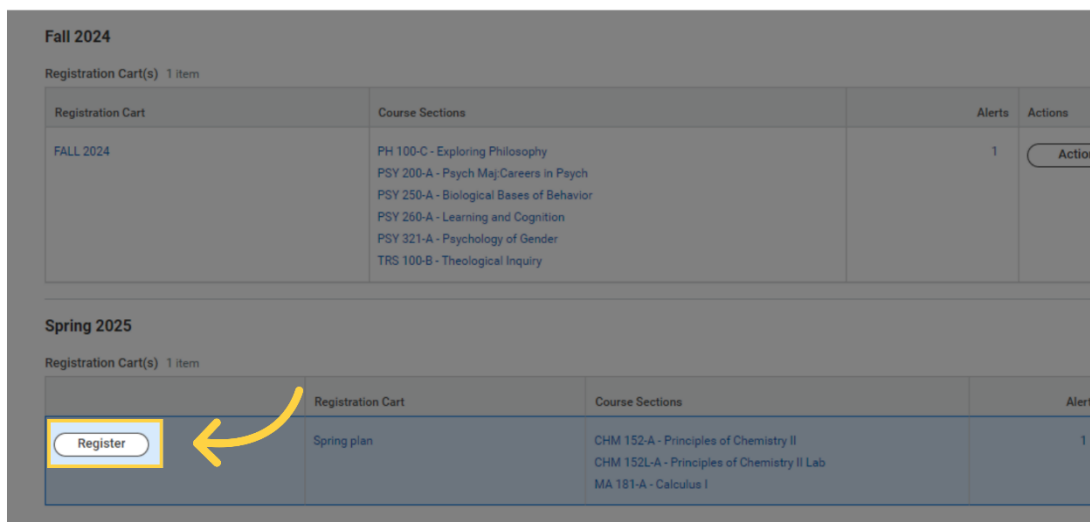
16. Repeat Limit Exceeded Alert

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.



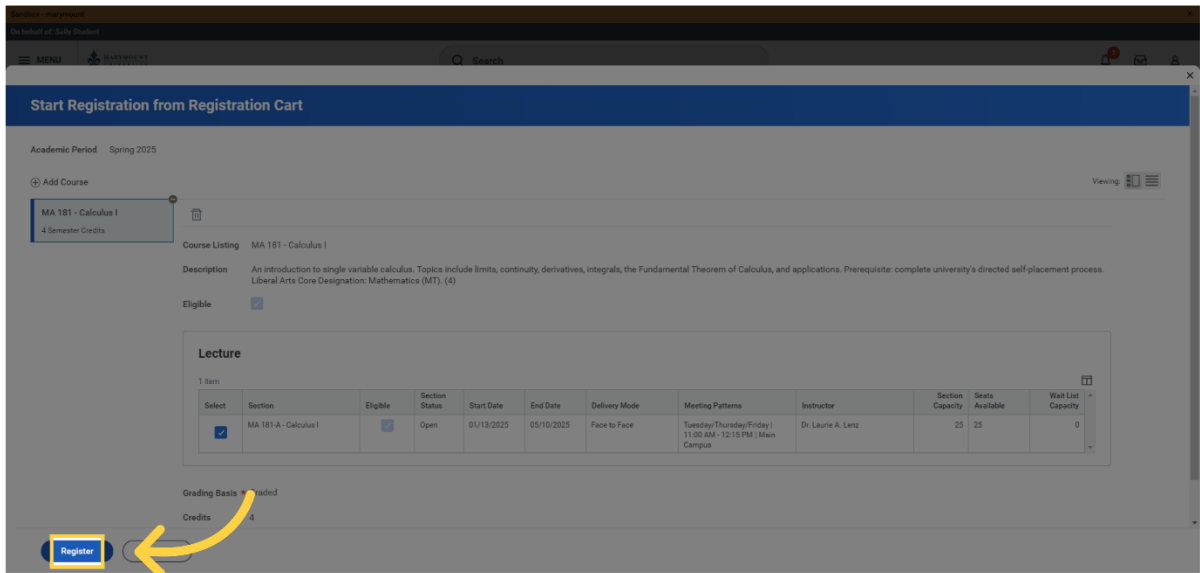
17. Click "Register"

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.



18. Click "Register"

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



19. 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.

