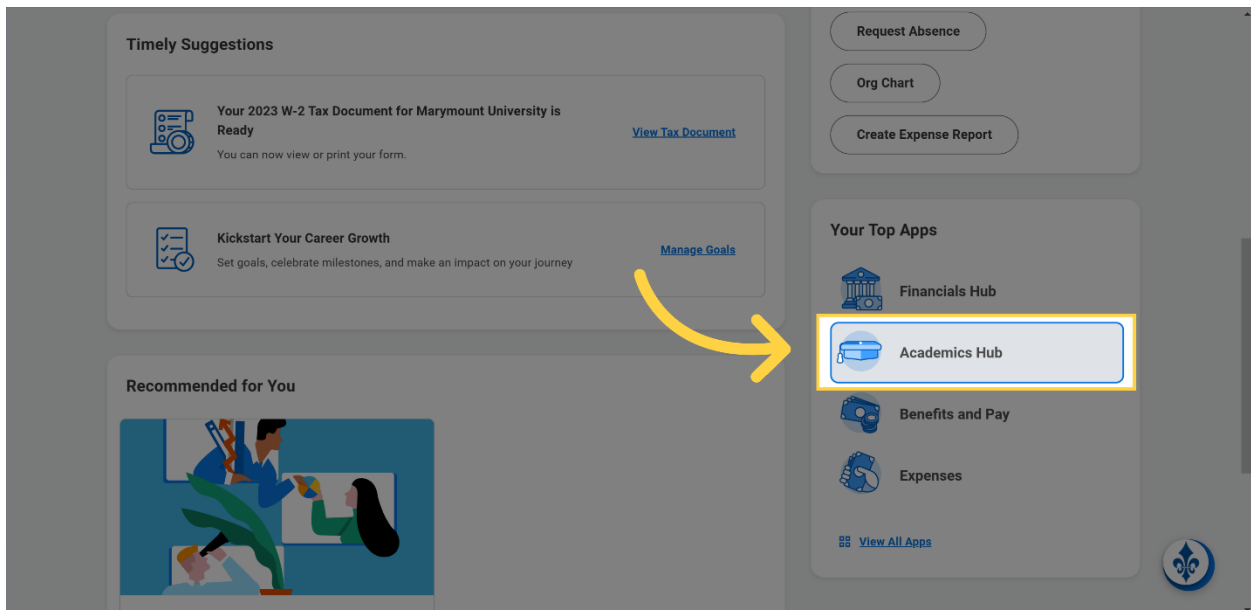


For Students: How to Register for Classes from a Registration Cart

This guide walks graduate students through efficiently navigating the Workday application to add courses to the registration cart, in preparation for Registration. From accessing the Academics Hub to adding courses to the Registration Cart, follow these instructions to streamline your student training experience.

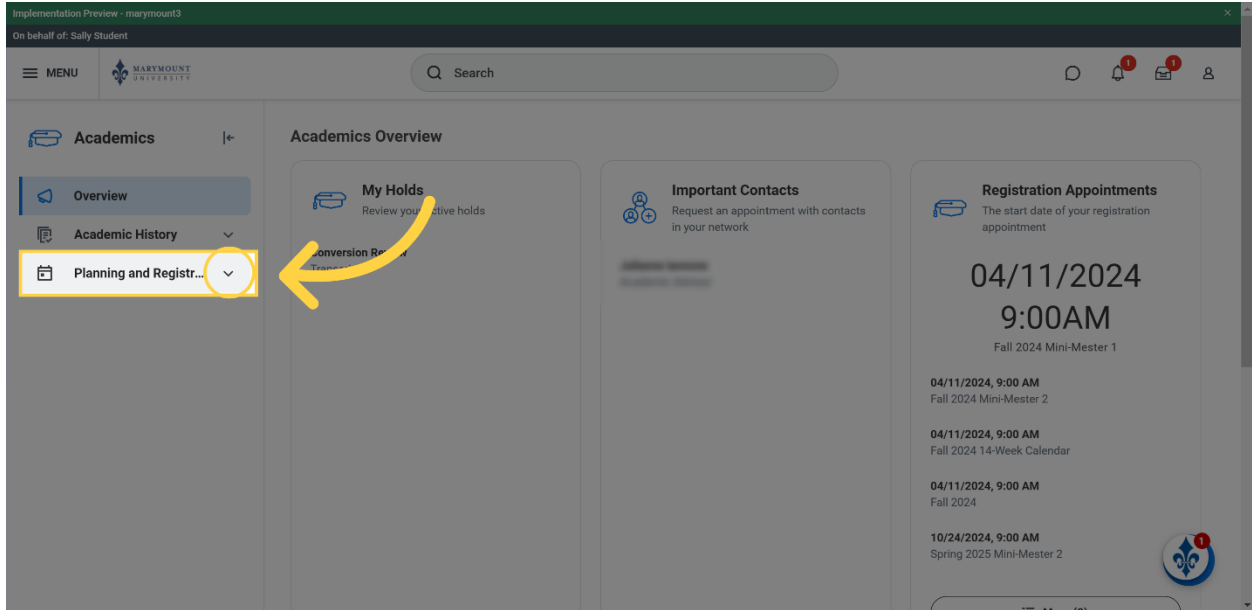
1. Academics Hub

Log into Workday and ensure you are on the main screen. Scroll to the TOP APPS tile and click on the Academics Hub icon.



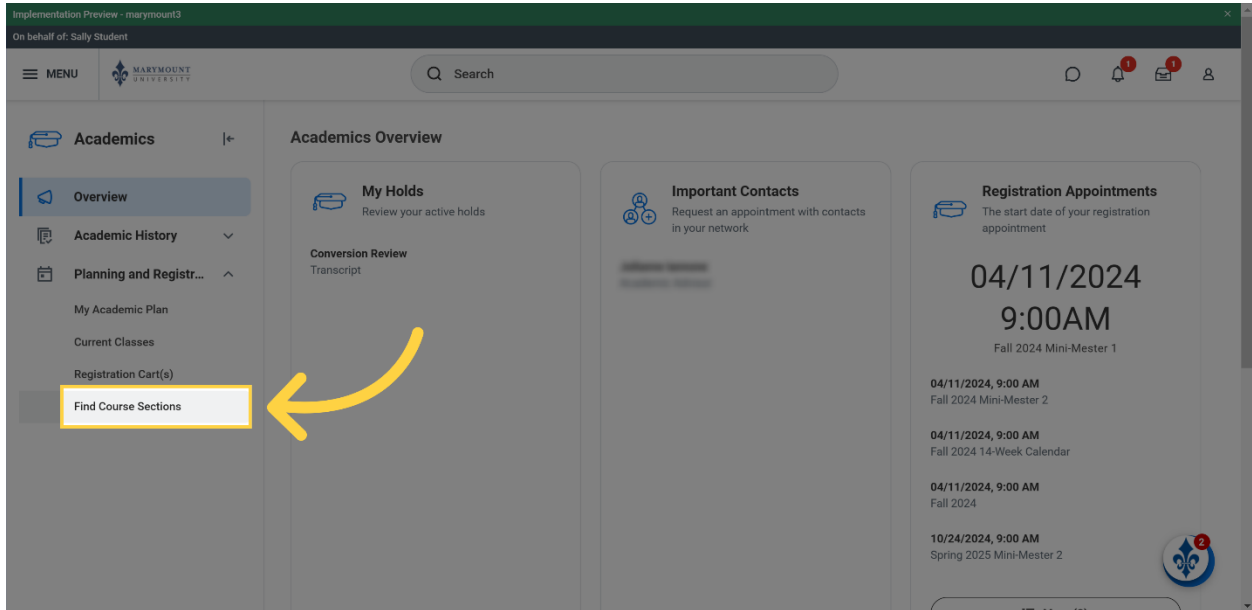
2. Planning and Registration Tab

Navigate to and click on the down arrow next to the Planning and Registration tab on the left side bar.



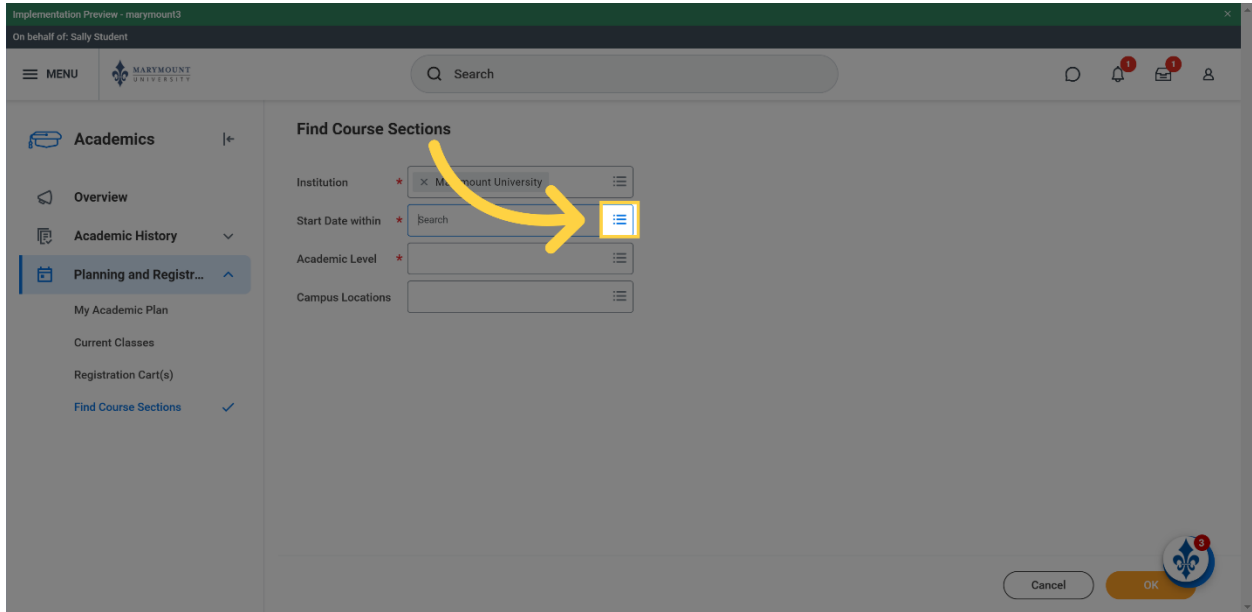
3. Find Course Sections

Click on the Find Course Sections option.



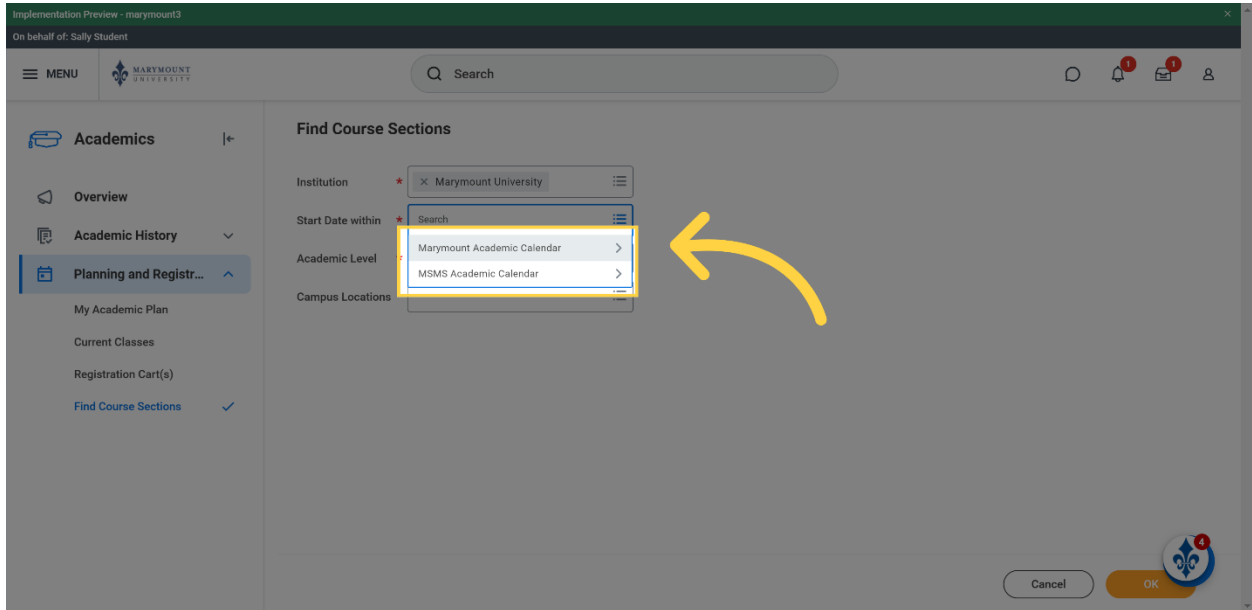
4. Start Date Within field

Click on the menu icon in the Start Date field.



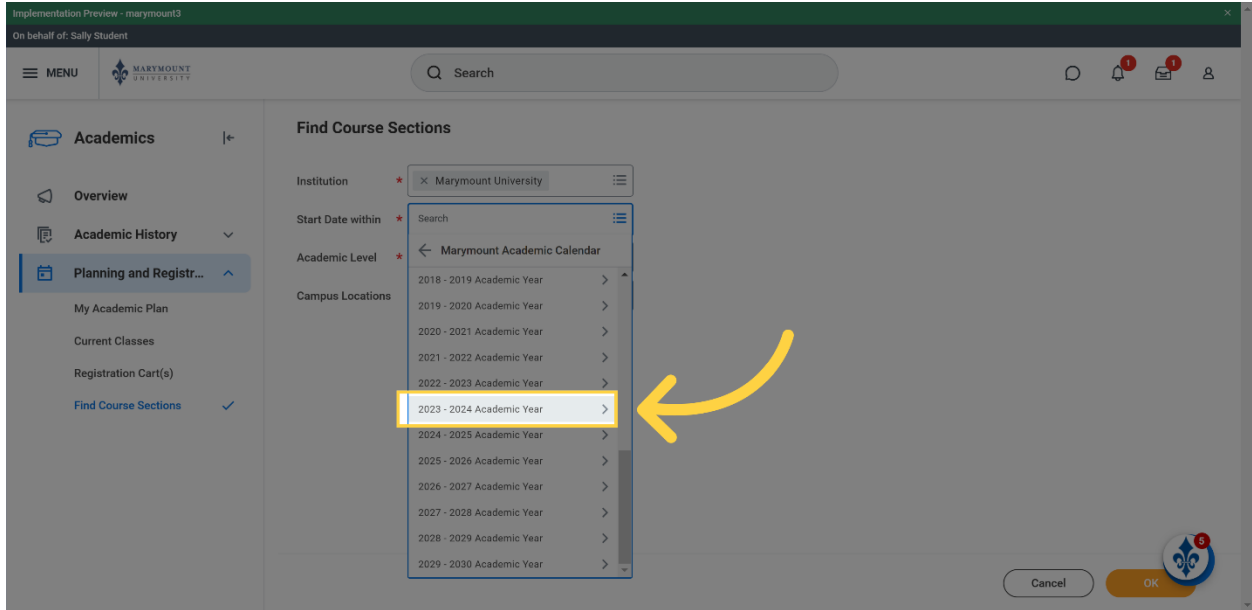
5. Choose your Academic Calendar

Choose and click on the most appropriate academic calendar for your program. For most students, this will be the Marymount Academic Calendar.



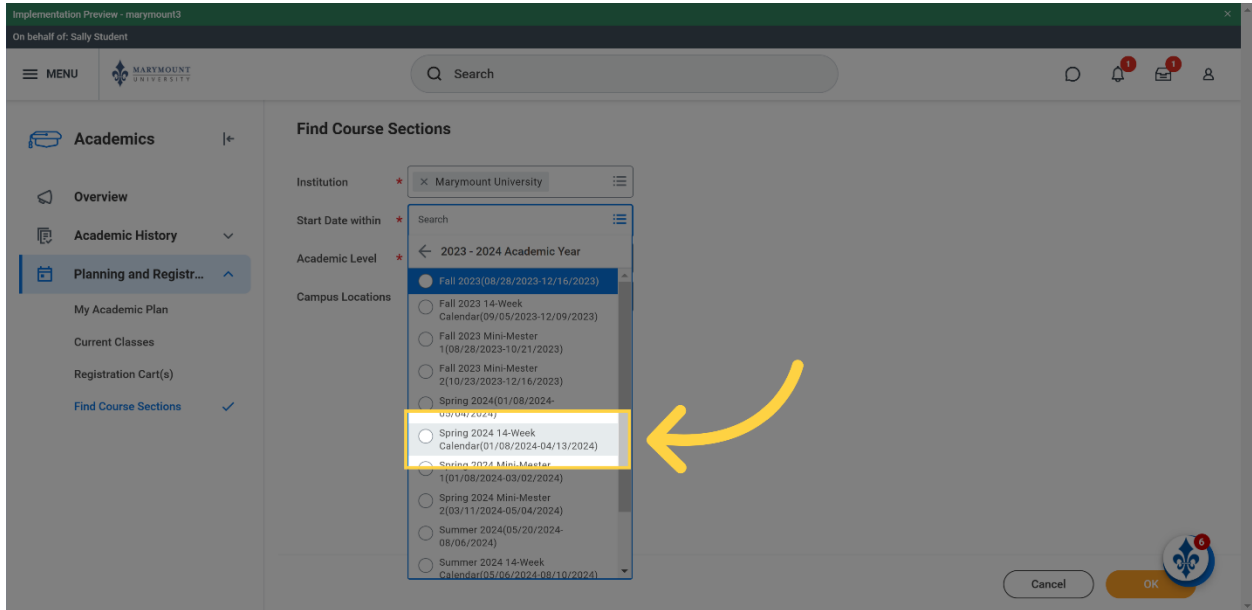
6. Academic Year

In the drop down, select and click on the academic year you are planning to register for. In this example, the '2023-2024 Academic Year' has been chosen.



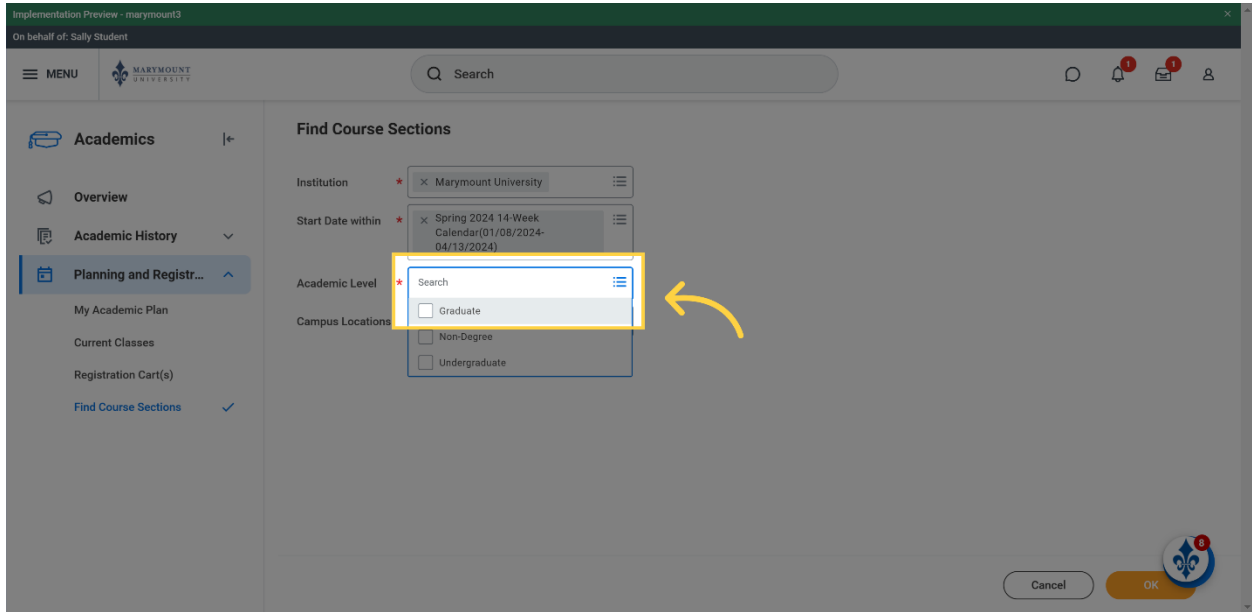
7. Choose your semester

Choose the semester you are planning to register for.



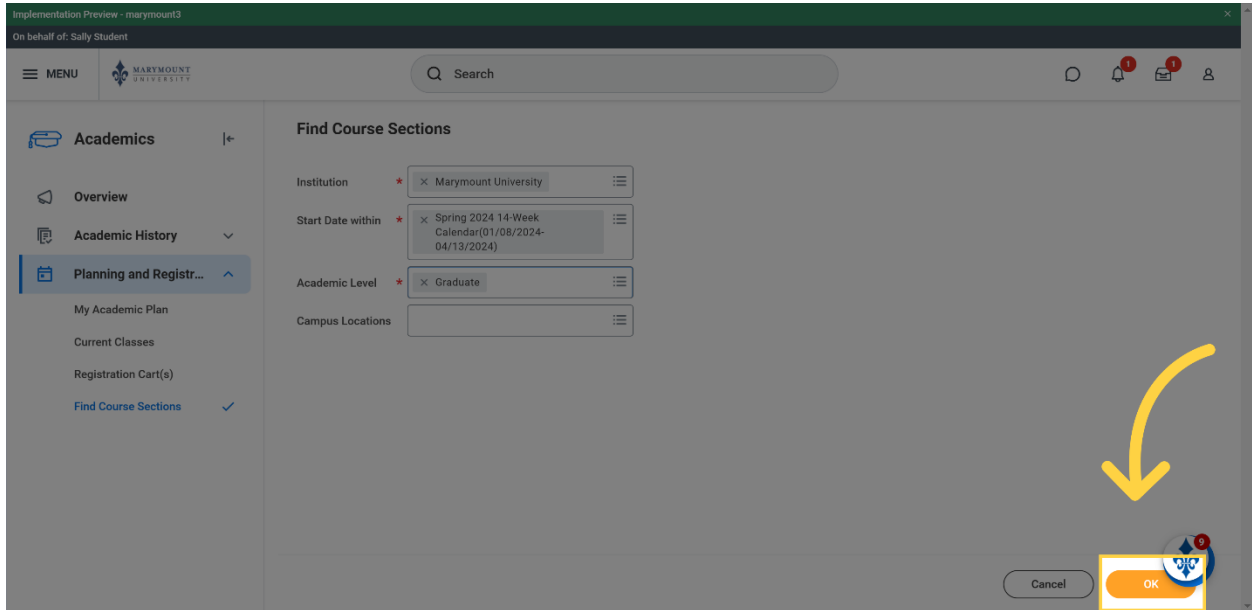
8. Academic Level

In the Academic level field, click on the menu icon and then choose your appropriate academic level.



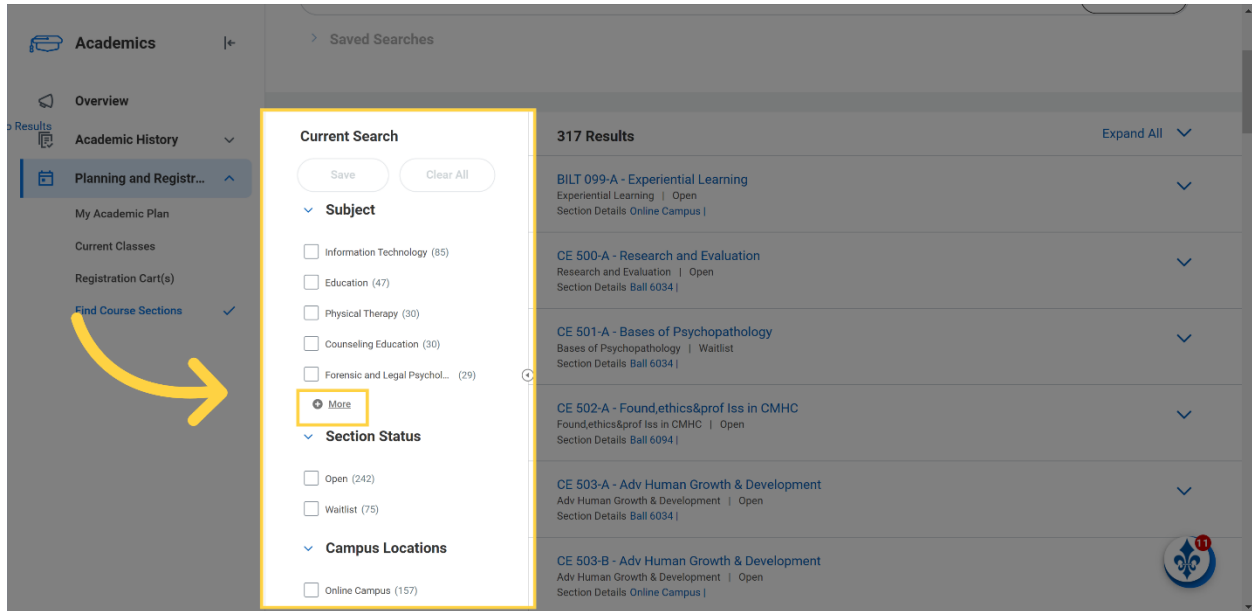
9. OK

Once you have completed entering the required information for the Institution, Start Date Within, and Academic level fields, you can click on the orange OK button in the bottom right of your screen.



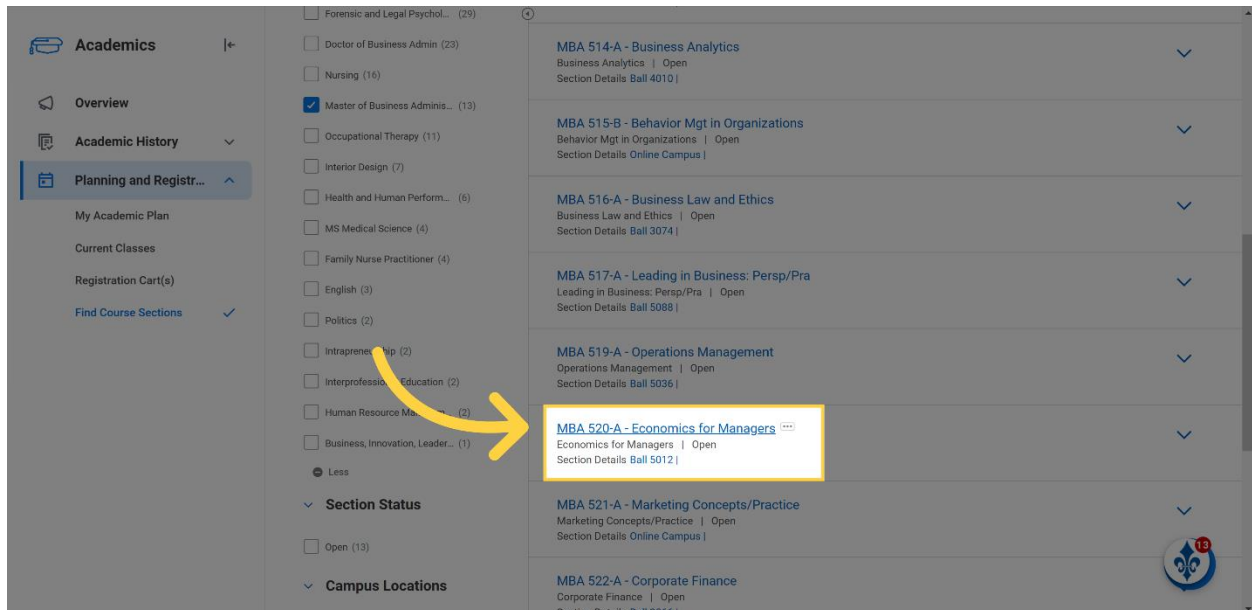
10. Filter your course search

You are now on the class list screen, where you can search for and choose classes for registration. Within the Subject filter, you can click on the MORE option to see additional subject filters. Scroll down the Current search section to see and choose additional filter options to narrow your class search.



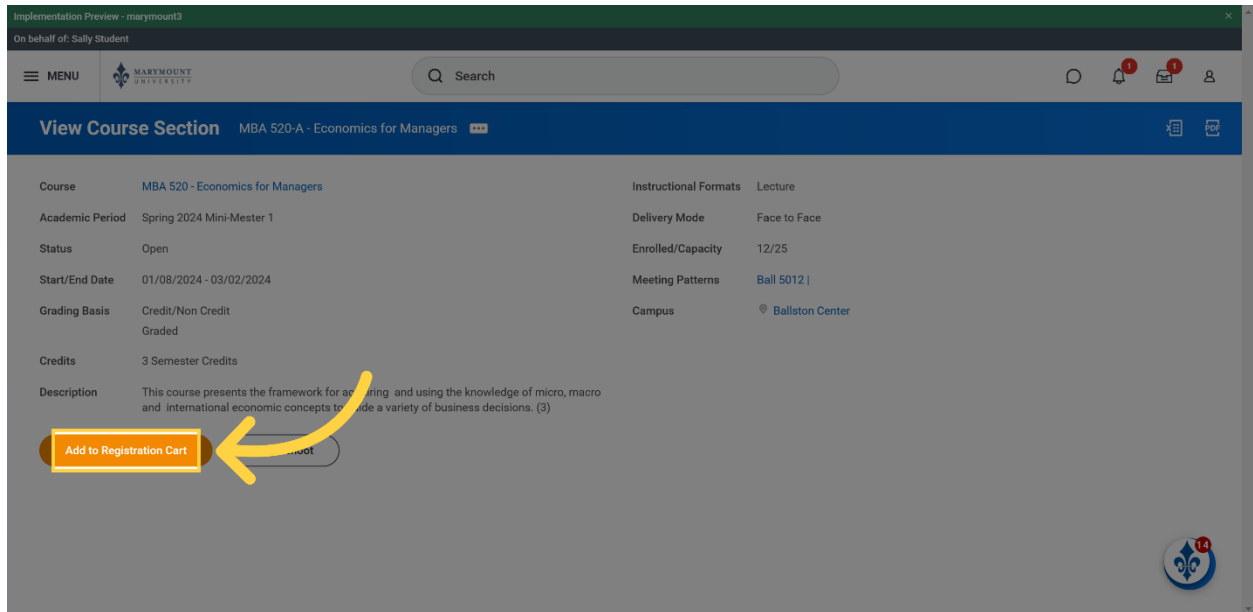
11. Class Name

When you find a specific class you are interested in, click on the blue class name if you would like to add it to your registration cart.



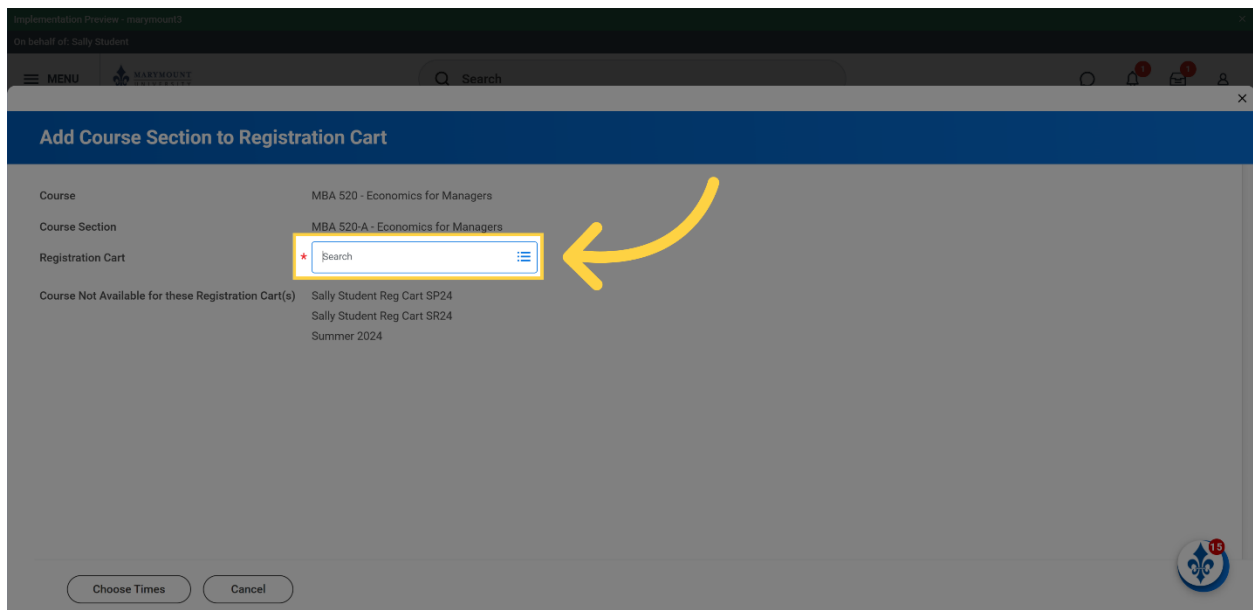
12. Add to Registration Cart

Click on the orange "Add to Registration Cart" button at the bottom right of your screen.



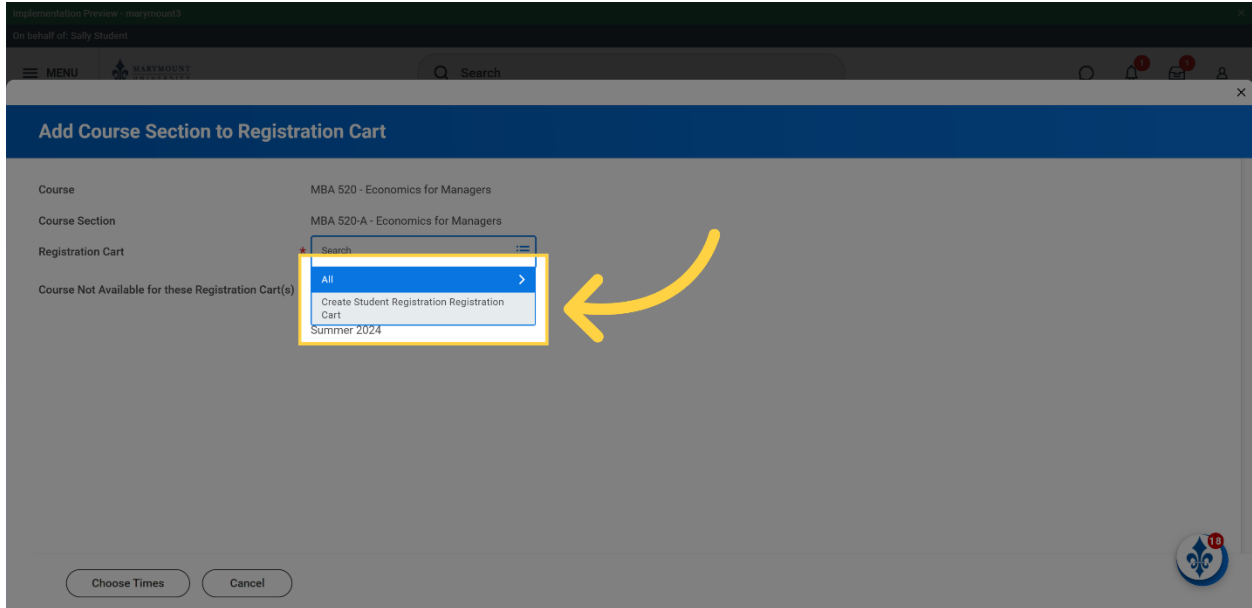
13. Choose a registration cart

Click on the menu icon in the REGISTRATION CART field. This will show all the registration carts you have available to add this class to. *Note Students can have many registration carts for planning purposes. Be sure to choose the appropriate registration cart.



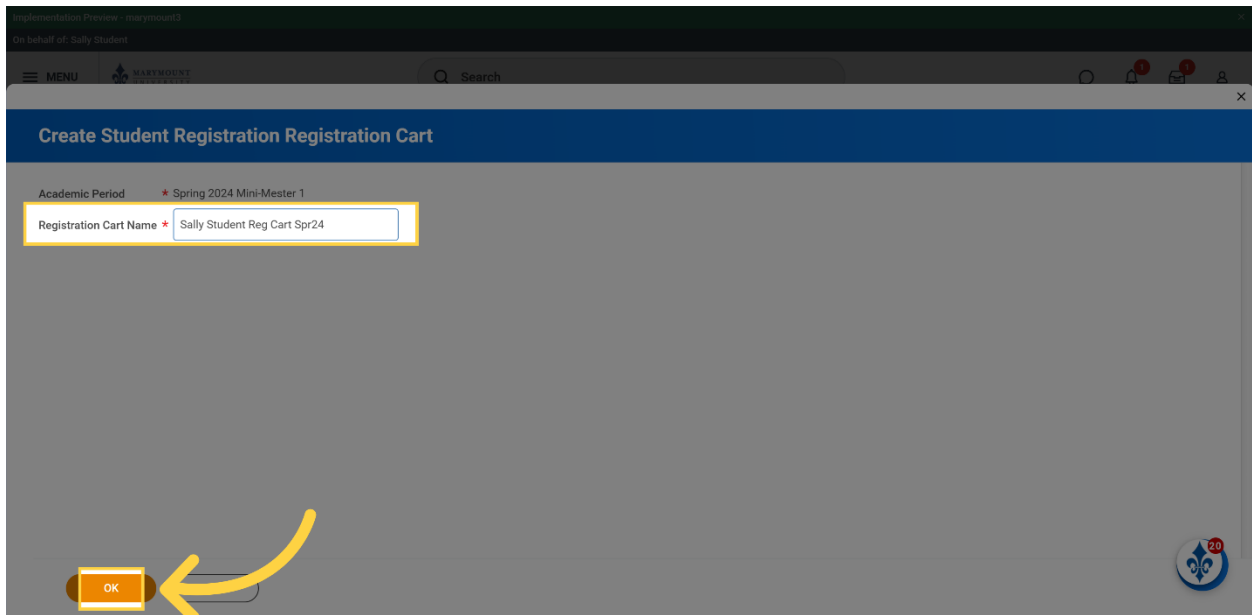
14. New registration cart

If you do not have any registration carts or cannot find the one you want, you can choose the option to "Create Student Registration Cart" to create a new cart.



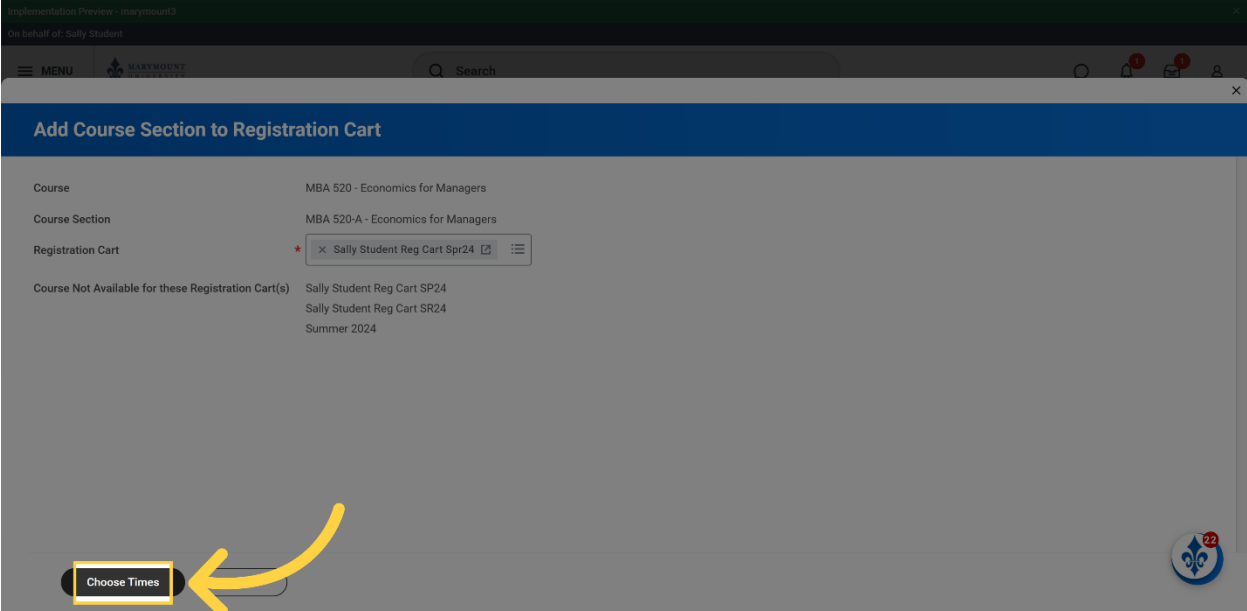
15. OK

Enter a name for this new registration cart. Students can have multiple registration carts, so be sure to name each cart with something that is useful to you. Confirm the Registration Cart name by clicking the orange OK button.



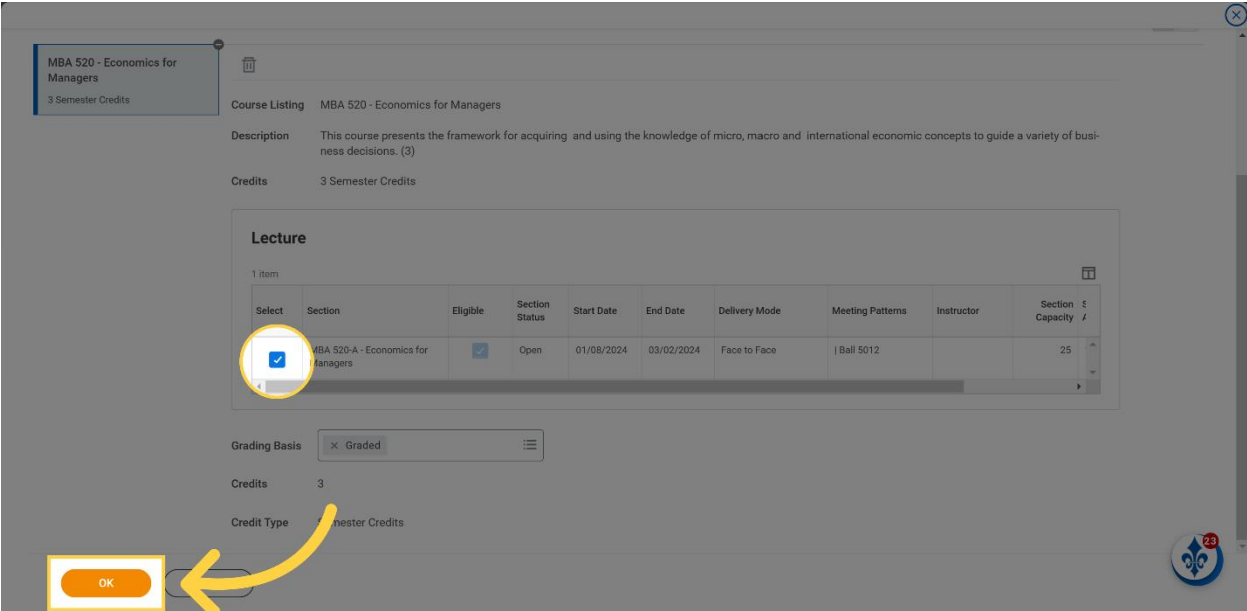
16. Choose class times

Before you can finalize the addition of the course to the registration cart, click on the "Choose Times" button on the bottom right of your screen. This will take you to a screen where you can select the section of the course you want to register for.



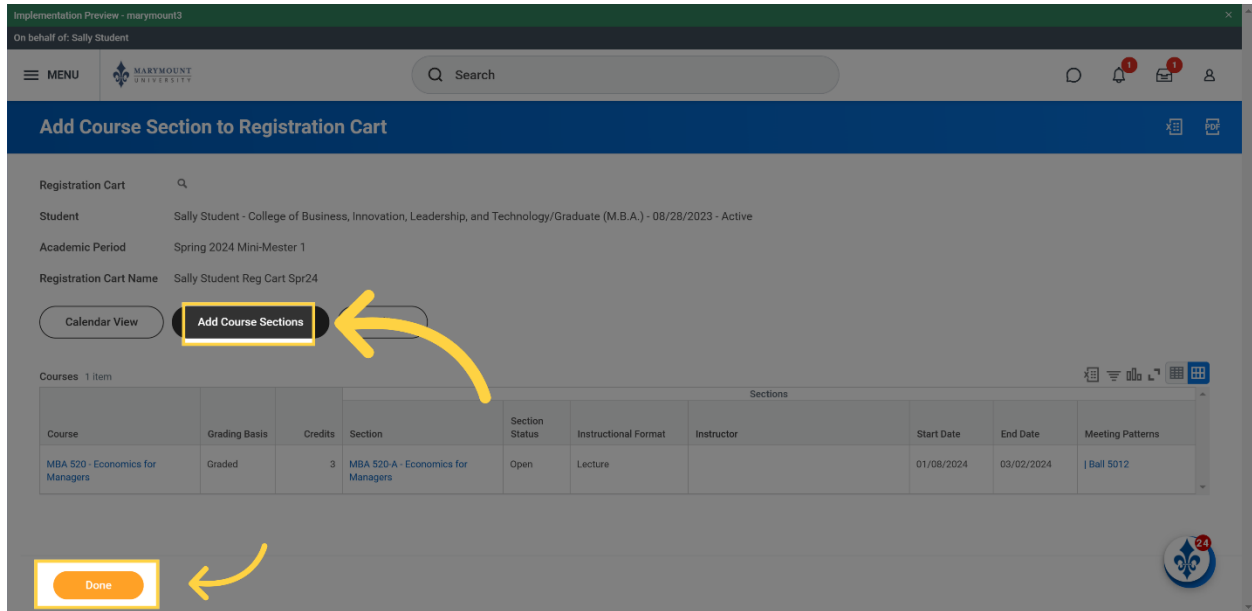
17. OK

Ensure the correct section of the class you want to register for has been selected with the blue box with a check mark in it. When complete, click on the "OK" button to finalize the addition of this class to your registration cart.



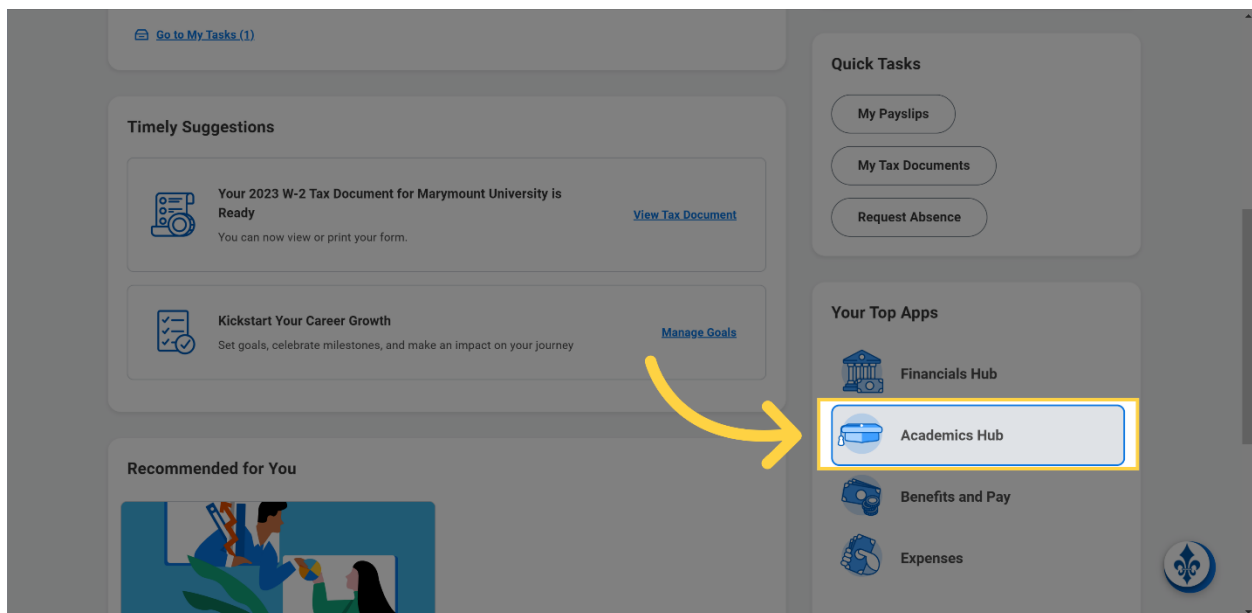
18. Add Course Sections

Click "Add Course Sections" and if you would like to add additional courses to your registration cart for the semester. You can click the orange 'Done' button if you are done adding courses to your registration cart. Once complete, your classes will be in your registration cart, ready for your registration appointment.



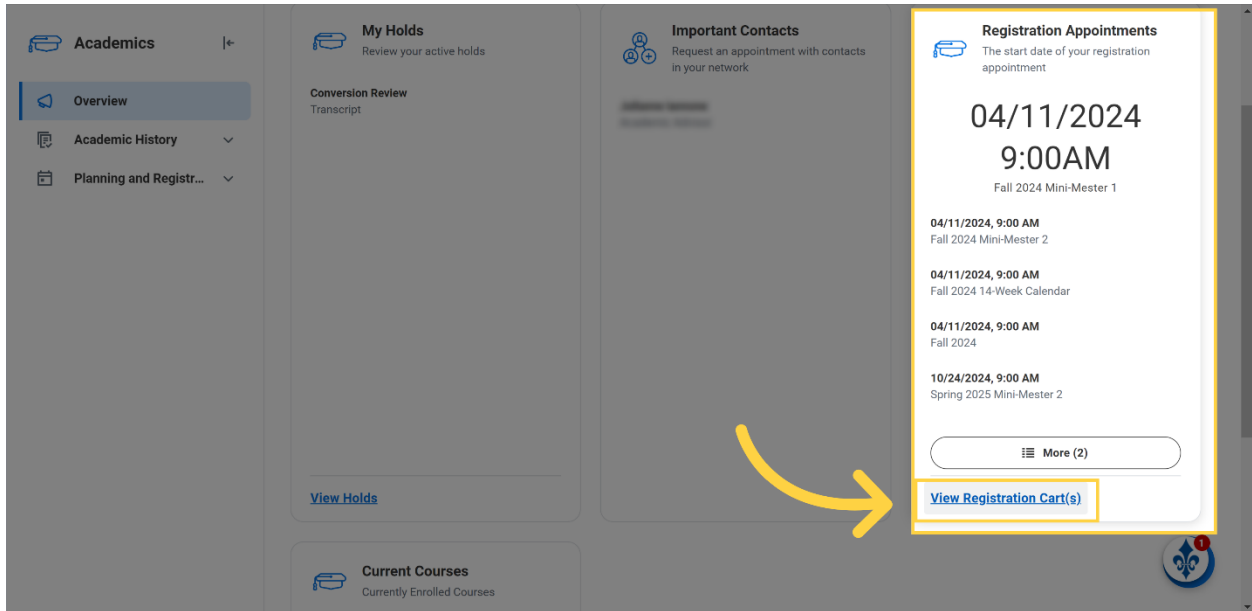
19. Academics Hub

When it's finally time to register, log into your Workday account and scroll down the main screen to the Your Top Apps tile. Click on the Academics Hub icon



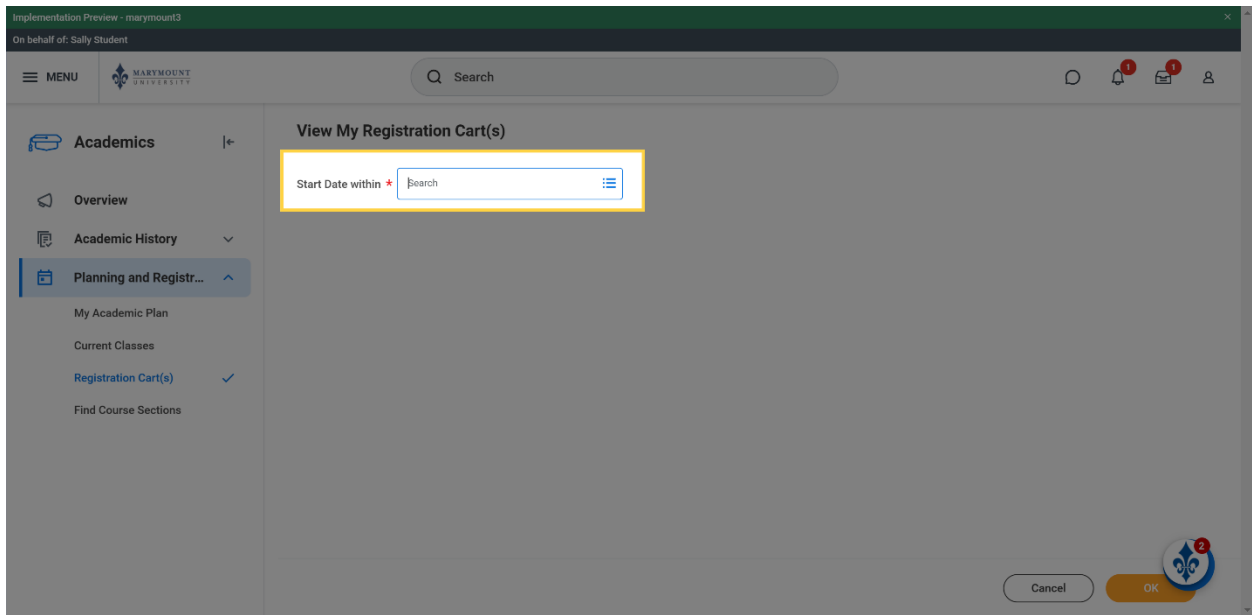
20. Registration Appointment

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.



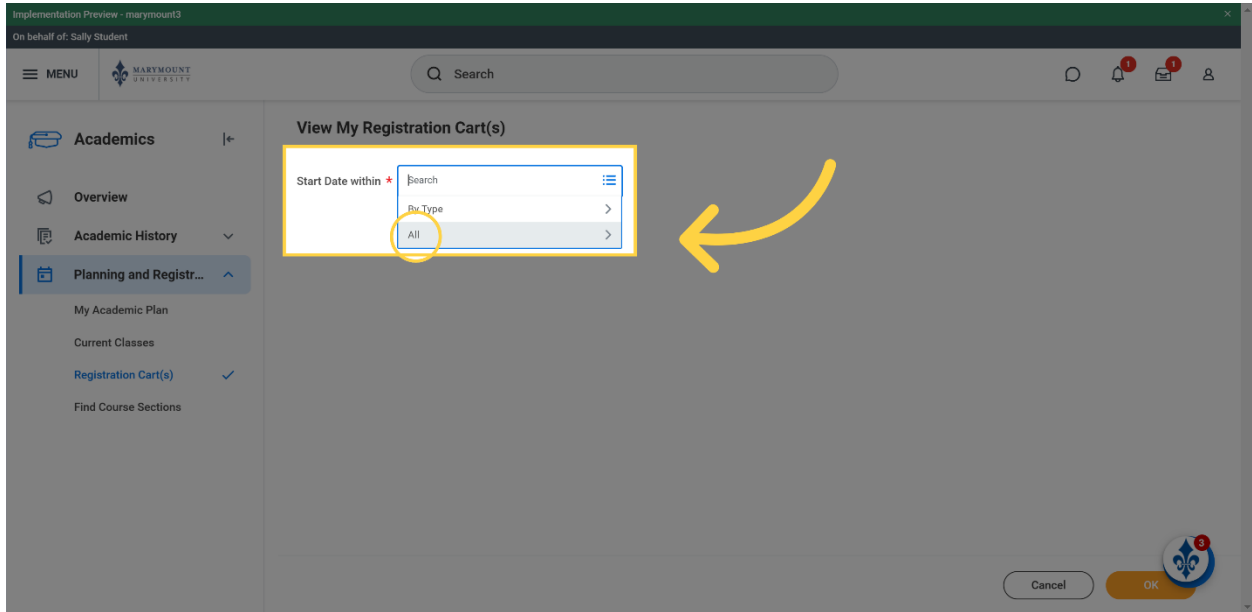
21. Choose Academic Period

Click in the search area for the Start Date Within field.



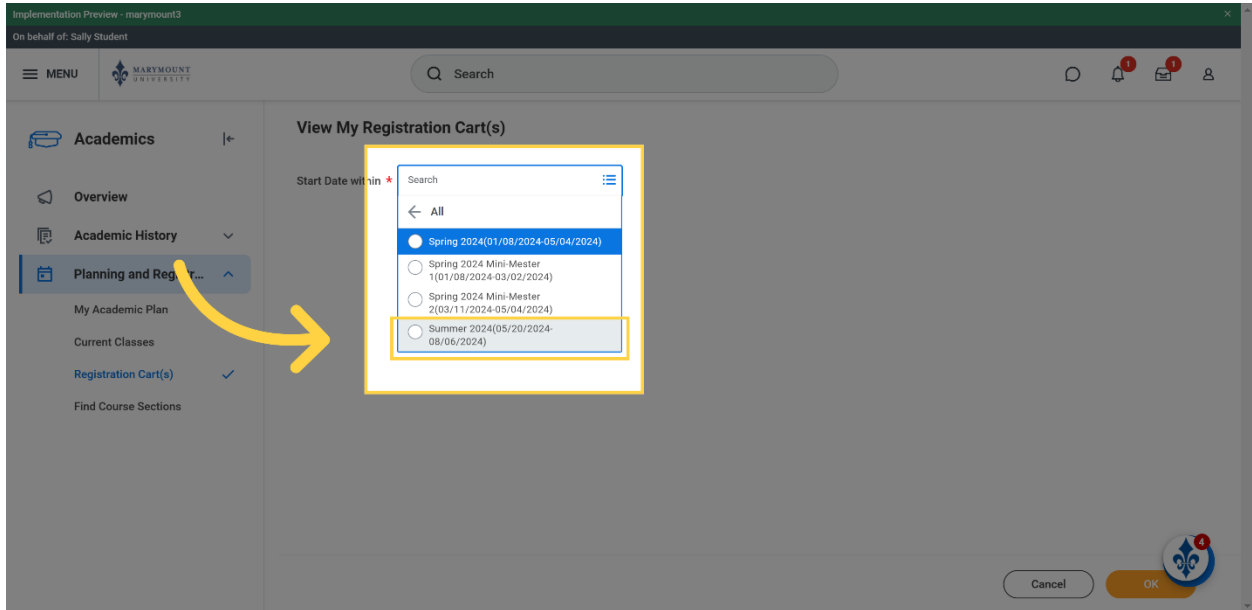
22. Choose ALL

Select the "All" option to see all the academic periods you can register for.



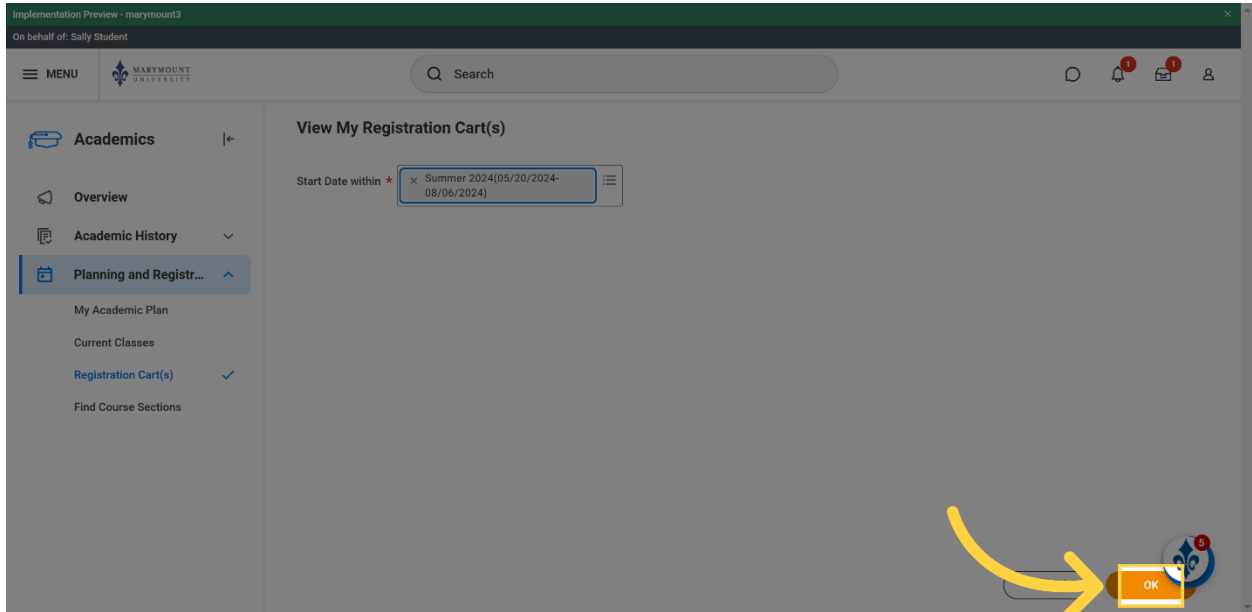
23. Choose an Academic Period

Choose the academic period you want to register for. In this example, we will choose the Summer 2024 semester.



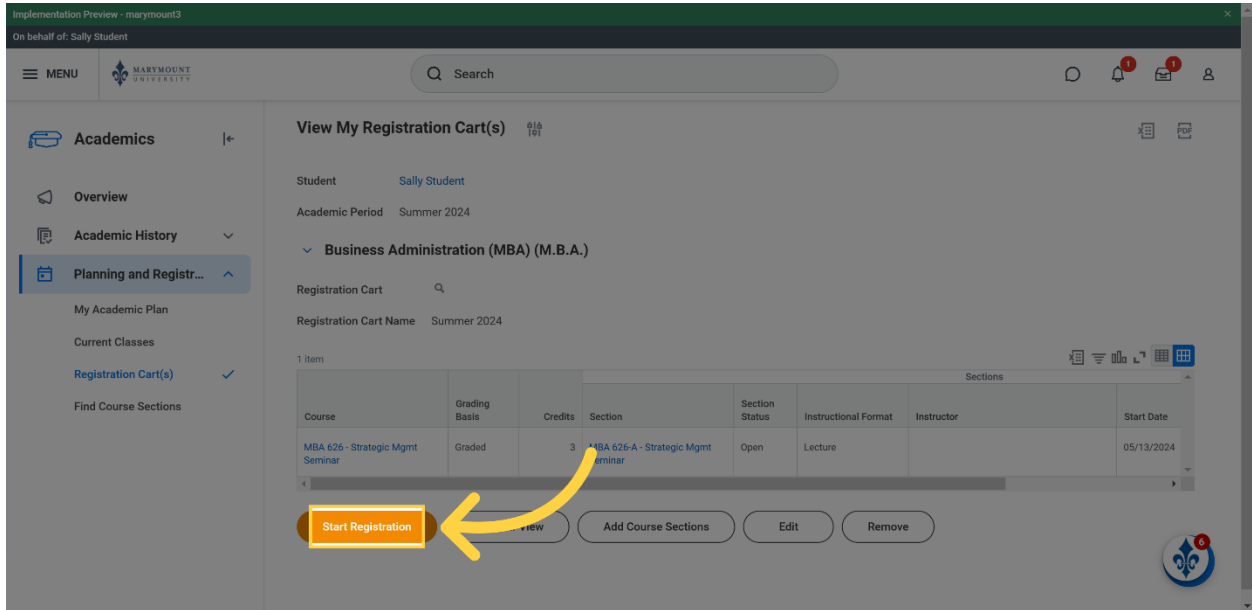
24. OK

Confirm your selection by clicking "OK".



25. Start Registration

You will be presented with the details of the registration cart you created prior to your registration date. Initiate the registration process by selecting "Start Registration".



26. Register

Review the class and section information presented on the screen. If correct, click on the orange "Register" button to register for your class.

The screenshot displays the registration page for the course 'MBA 626 - Strategic Mgmt Seminar'. The course is listed as '3 Semester Credits'. The description states: 'MBA 626 Strategic Management Seminar This is the capstone course in the M.B.A. program. Using the perspective of top management of an enterprise, this integrative experience allows students to examine, analyze, and create strategic policy initiatives for complex organizations. The course uses the analysis of case studies and the creation of a comprehensive strategic plan to provide the student with the opportunity to make decisions under conditions of uncertainty. MBA 626 must be completed in residence during the final 9 credit hours of the MBA program. Prerequisites: MBA 511, MBA 514, MBA 521, MBA 522. Co-requisite: MBA 519. (3)'. The 'Eligible' checkbox is checked. Below, a table titled 'Lecture' shows one section:

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity
<input checked="" type="checkbox"/>	MBA 626-A - Strategic Mgmt Seminar	<input checked="" type="checkbox"/>	Open	05/13/2024	07/27/2024	Face to Face	1 Ball 3066		25

At the bottom left, an orange 'Register' button is highlighted with a yellow arrow. A 'Grading Basis' dropdown menu is set to 'Graded'.

27. 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 confirmation page titled 'Successful Registrations'. At the top left, there is a blue checkmark icon. Below it, the text 'Successful Registrations' is displayed. A table titled 'Registered Courses 1 item' shows the following details:

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

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

As a Graduate student, by following these instructions prior to your registration appointment, you can effectively prepare for registration in Workday.

For additional training materials and videos, please go to:

[HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT](https://my.marymount.edu/quick-links/workday-at-marymount)