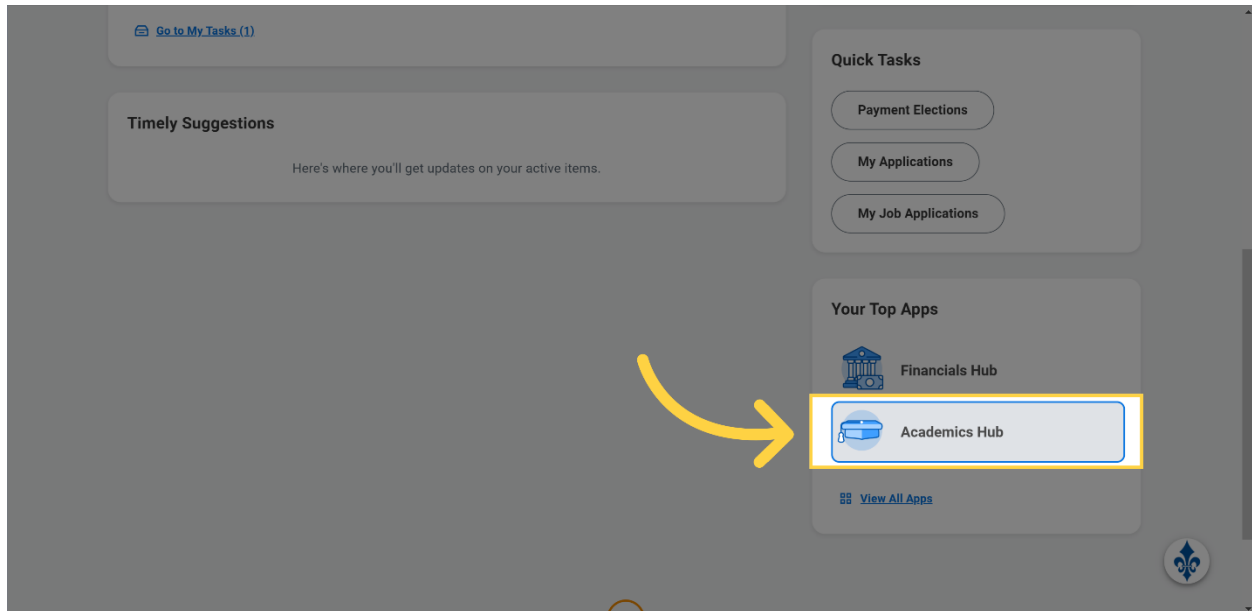


# For Students: Undergraduate Create/Update a Registration Cart in Workday

This guide will demonstrate how to efficiently manage your registration carts in the Workday application. By following these instructions, you will be able to create, update, and view your registration carts in preparation for your registration appointment.

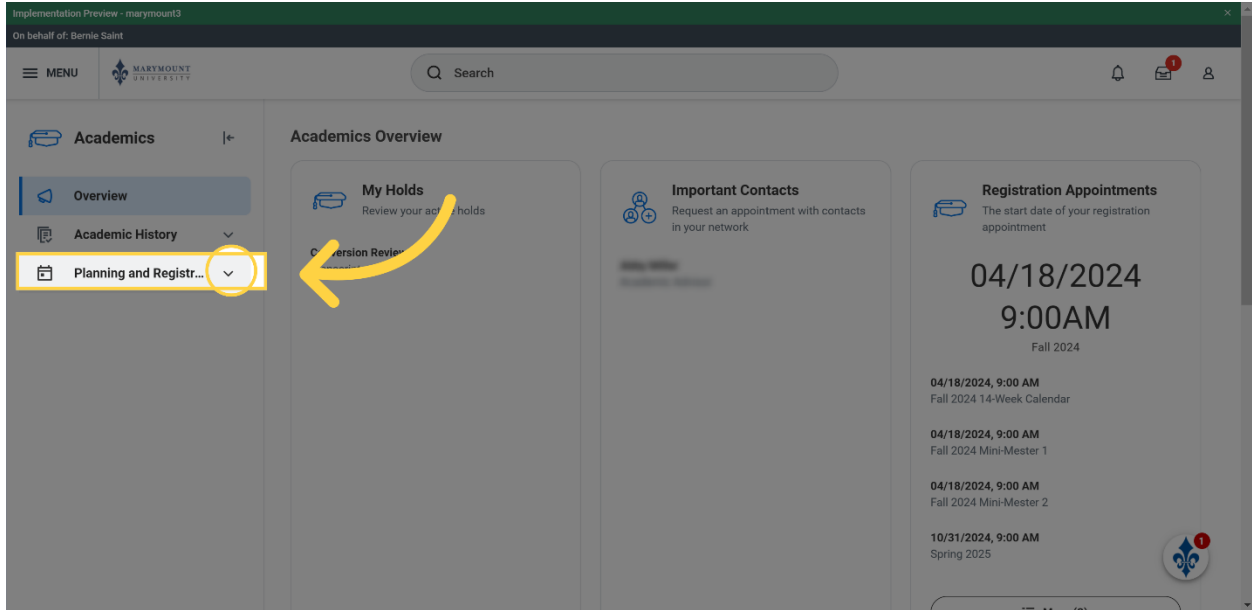
## 1. Academics Hub

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.



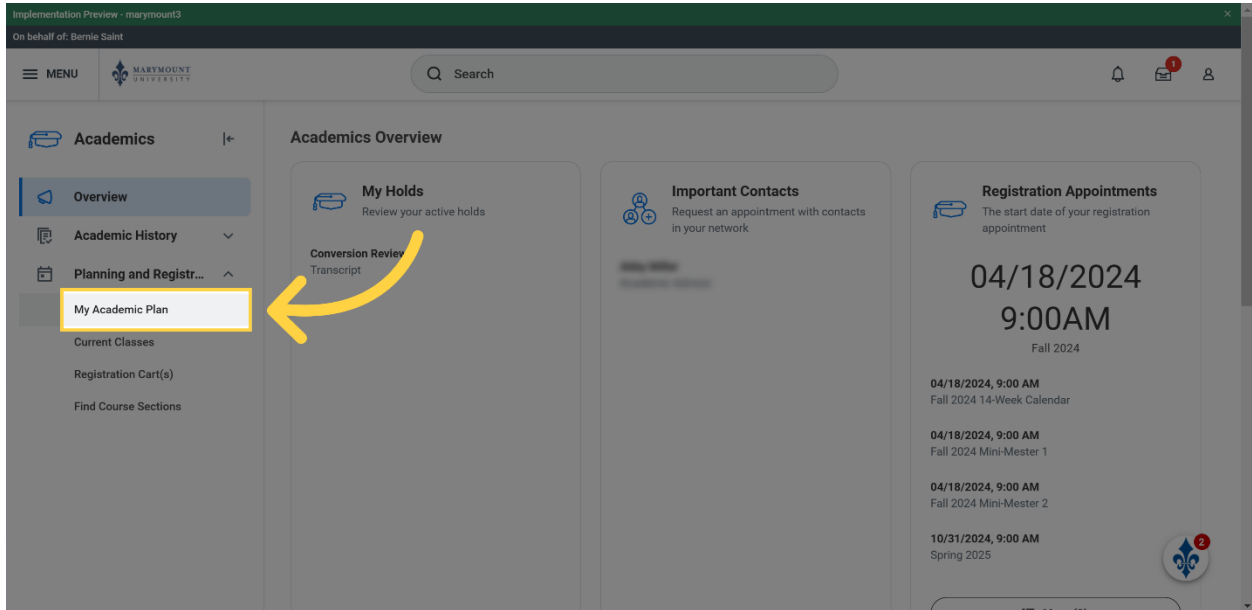
## 2. Planning and Registration

Navigate to the left side of your screen and click on the down arrow next to "Planning and Registration".



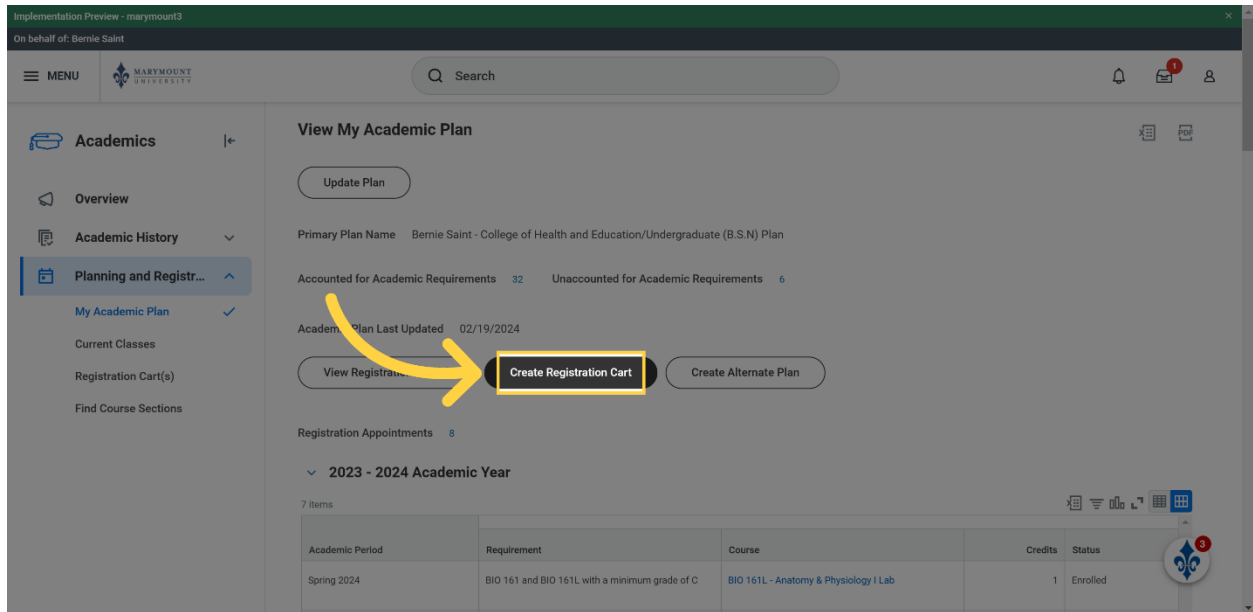
## 3. My Academic Plan

Click on the "My Academic Plan" option.



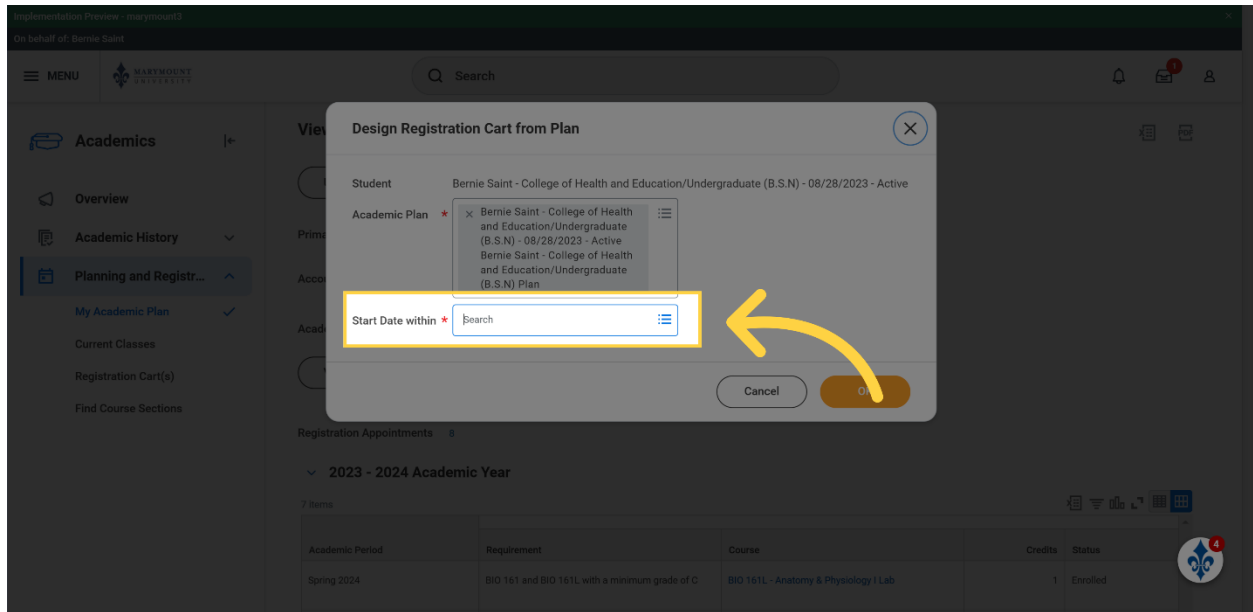
## 4. Create Registration Cart

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



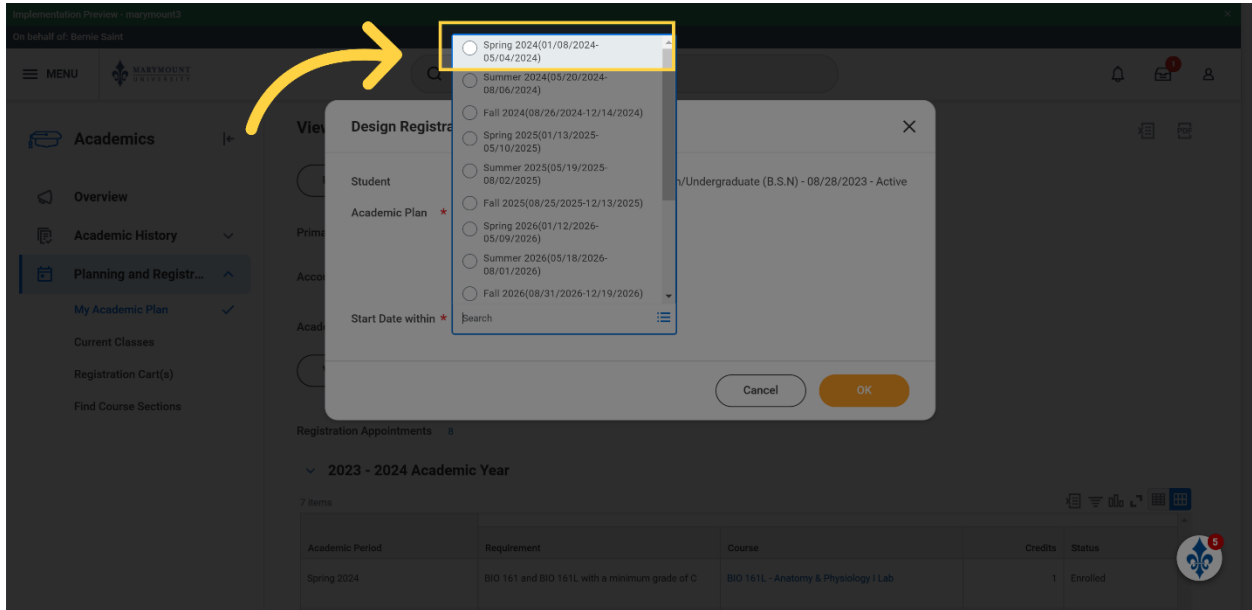
## 5. Start Date field

Select the academic period you want to create your registration form. Click on the "Start Date within" field to search for the academic period you wish to register for,



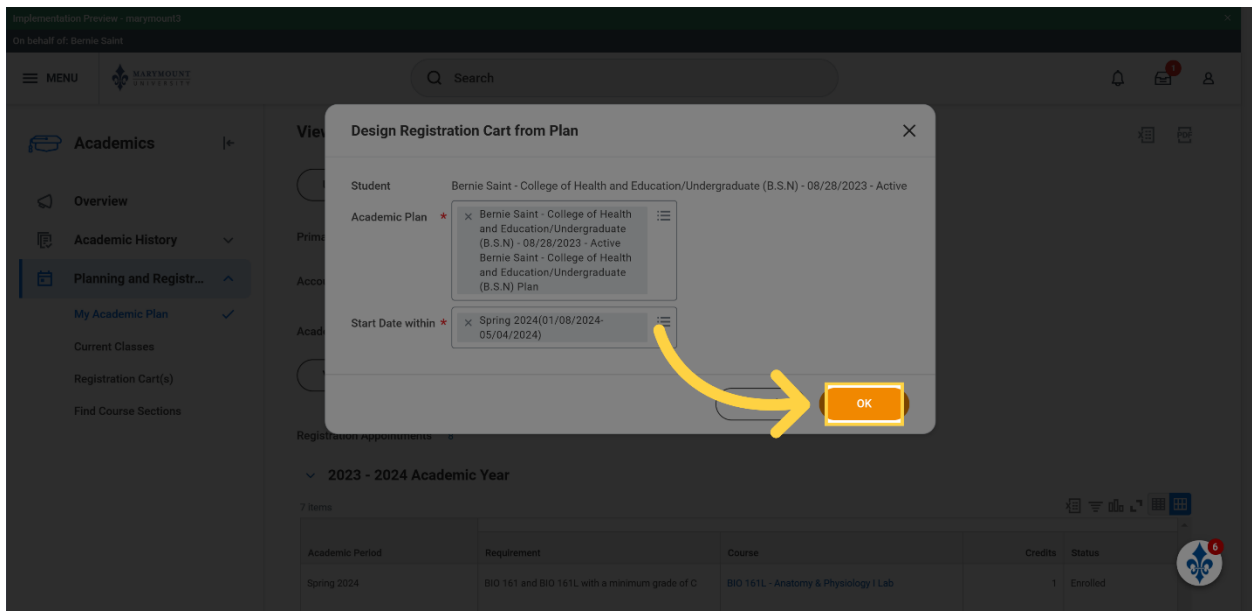
## 6. Enter academic period

Choose your academic period from the list provided. In this example, we have chosen Spring 2024.



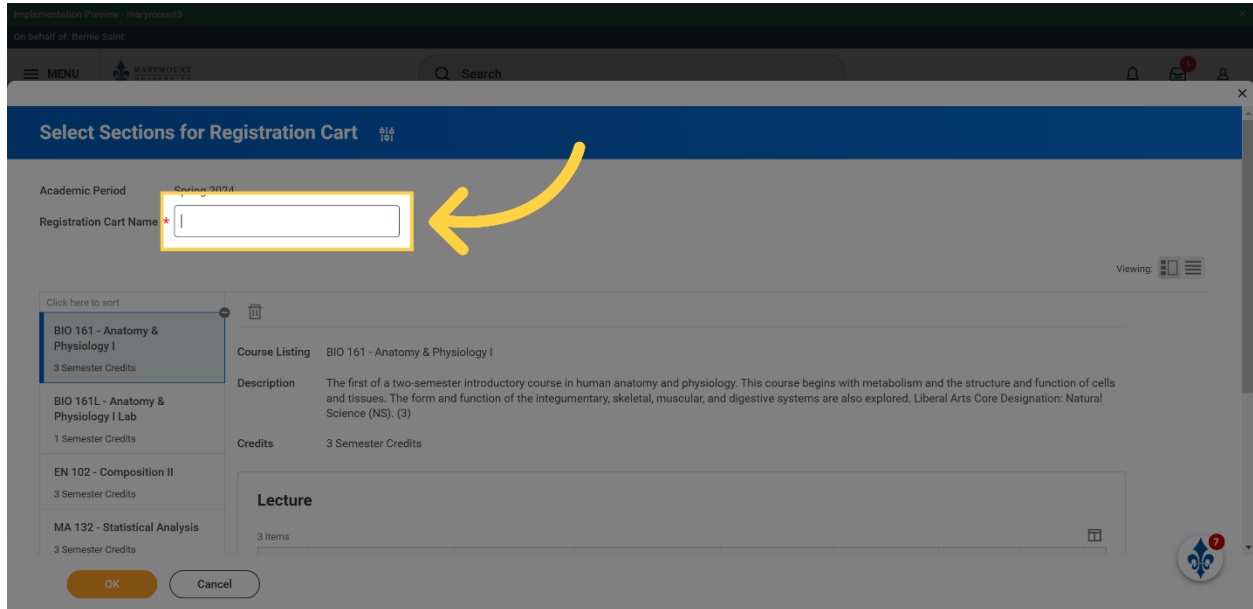
## 7. OK

click on the orange OK button on the bottom right of the screen to confirm your selection.



## 8. Enter Registration Cart Name

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



Implementation Preview - marymount3  
On behalf of: Bernie Saint

MENU MARYMOUNT Search

### Select Sections for Registration Cart 0/10

Academic Period Spring 2024

Registration Cart Name \*

Viewing: [List Icon] [Table Icon]

Click here to sort

- BIO 161 - Anatomy & Physiology I  
3 Semester Credits
- BIO 161L - Anatomy & Physiology I Lab  
1 Semester Credits
- EN 102 - Composition II  
3 Semester Credits
- MA 132 - Statistical Analysis  
3 Semester Credits

Course Listing BIO 161 - Anatomy & Physiology I

Description The first of a two-semester introductory course in human anatomy and physiology. This course begins with metabolism and the structure and function of cells and tissues. The form and function of the integumentary, skeletal, muscular, and digestive systems are also explored. Liberal Arts Core Designation: Natural Science (NS). (3)

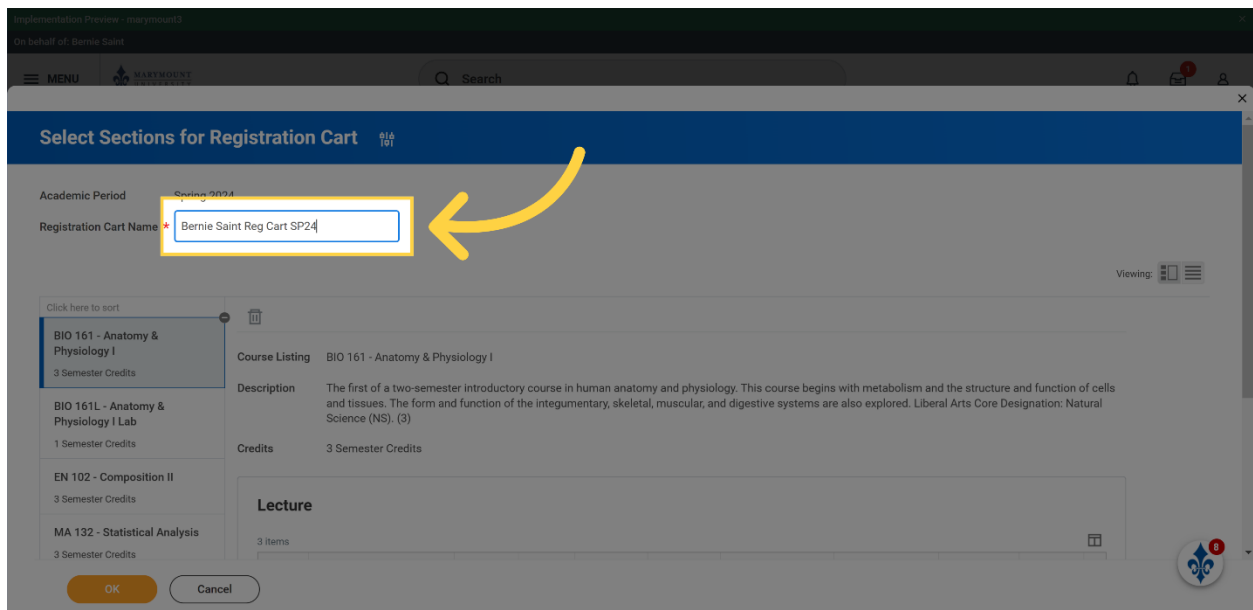
Credits 3 Semester Credits

Lecture  
3 Items

OK Cancel

## 9. Example

In this example we have entered a cart name for Bernie Saint.



Implementation Preview - marymount3  
On behalf of: Bernie Saint

MENU MARYMOUNT Search

### Select Sections for Registration Cart 0/10

Academic Period Spring 2024

Registration Cart Name \* Bernie Saint Reg Cart SP24

Viewing: [List Icon] [Table Icon]

Click here to sort

- BIO 161 - Anatomy & Physiology I  
3 Semester Credits
- BIO 161L - Anatomy & Physiology I Lab  
1 Semester Credits
- EN 102 - Composition II  
3 Semester Credits
- MA 132 - Statistical Analysis  
3 Semester Credits

Course Listing BIO 161 - Anatomy & Physiology I

Description The first of a two-semester introductory course in human anatomy and physiology. This course begins with metabolism and the structure and function of cells and tissues. The form and function of the integumentary, skeletal, muscular, and digestive systems are also explored. Liberal Arts Core Designation: Natural Science (NS). (3)

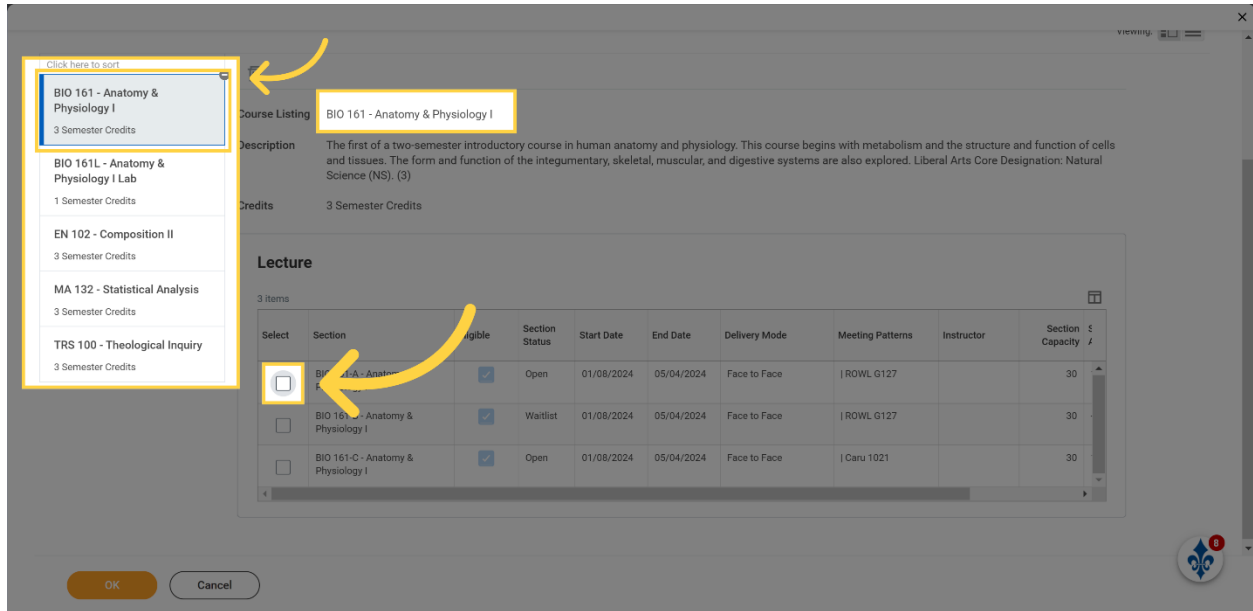
Credits 3 Semester Credits

Lecture  
3 Items

OK Cancel

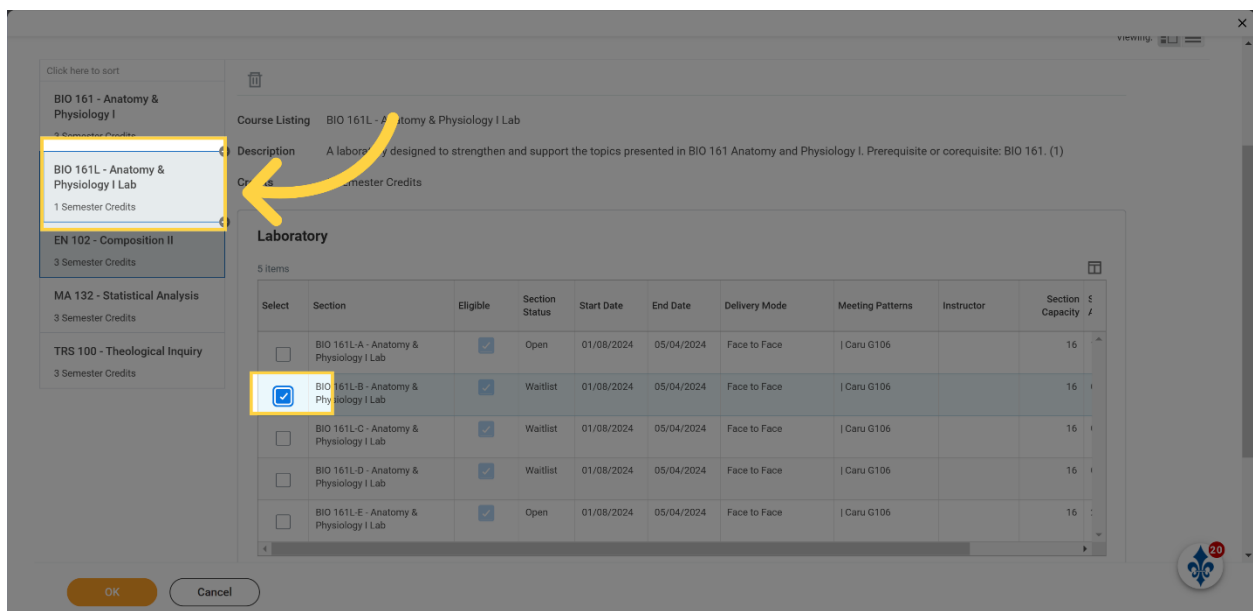
## 10. Choose course section

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. Click on the select button to choose the appropriate section of the class that you wish to register for.



## 11. Choose next course

Highlight the next course in your academic plan and select the course section for this second class. Continue down the list until you have selected a section for each course listed on the left side of the screen.



## 12. OK

When you have completed choosing your course sections, click on the orange "OK" button the bottom left of your screen.

The screenshot shows a course selection interface. On the left, there is a sidebar with course options: BIO 161 - Anatomy & Physiology I (3 Semester Credits), BIO 161L - Anatomy & Physiology I Lab (1 Semester Credits), EN 102 - Composition II (3 Semester Credits), MA 132 - Statistical Analysis (3 Semester Credits), and TRS 100 - Theological Inquiry (3 Semester Credits). The TRS 100 - Theological Inquiry course is selected. The main area displays course details for TRS 100 - Theological Inquiry, including a description and credits. Below this is a table of lecture sections. An orange 'OK' button is highlighted in the bottom left corner with a yellow arrow pointing to it.

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Secti Capac
<input type="checkbox"/>	TRS 100-A - Theological Inquiry	<input checked="" type="checkbox"/>	Waitlist	01/08/2024	05/04/2024	Face to Face	ROWL G206		
<input type="checkbox"/>	TRS 100-B - Theological Inquiry	<input checked="" type="checkbox"/>	Open	01/08/2024	05/04/2024	Face to Face	ROWL G127		
<input type="checkbox"/>	TRS 100-C - Theological Inquiry	<input checked="" type="checkbox"/>	Open	01/08/2024	05/04/2024	Face to Face	GAIL G101		
<input type="checkbox"/>	TRS 100-D - Theological Inquiry	<input checked="" type="checkbox"/>	Open	01/08/2024	05/04/2024	Face to Face	GAIL G114		

## 13. Finalize with DONE

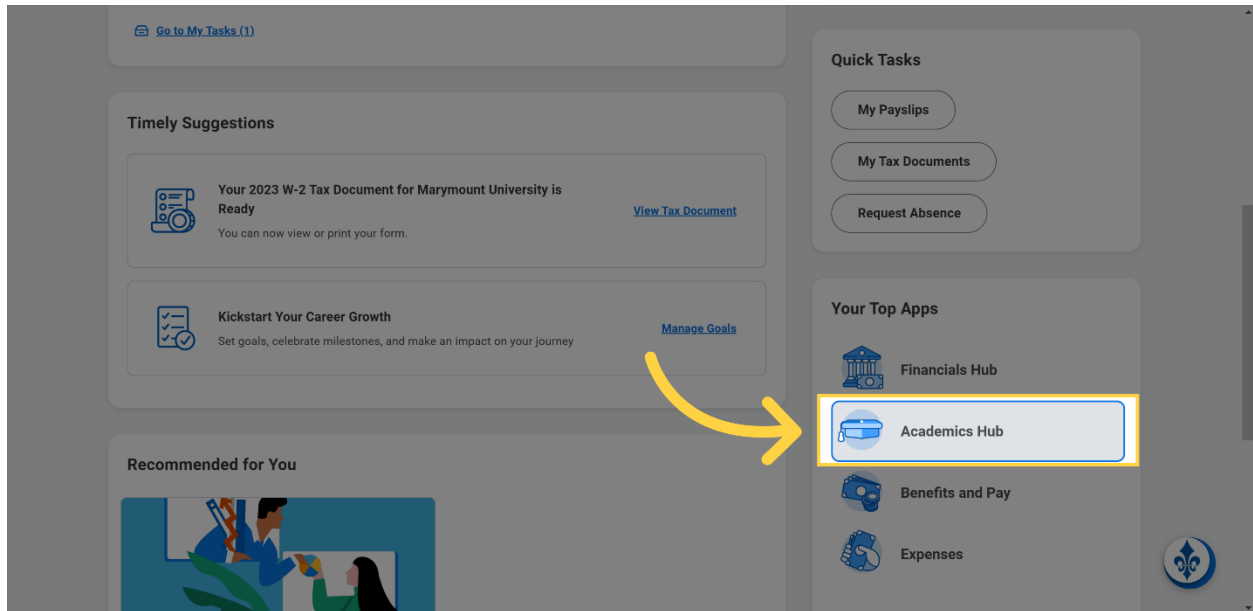
You will see all the courses and course sections listed in your registration cart. Complete the process by clicking the orange "Done" button on the bottom left of your screen.

The screenshot shows a registration cart interface. At the top, it displays student information: Student: Bernie Saint - College of Health and Education/Undergraduate (B.S.N) - 08/28/2023 - Active, Academic Period: Spring 2024, and Registration Cart Name: Bernie Saint Reg Cart SP24. Below this are buttons for Calendar View, Add Course Sections, and Edit. The main area displays a table of courses and sections. An orange 'Done' button is highlighted in the bottom left corner with a yellow arrow pointing to it.

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
BIO 161 - Anatomy & Physiology I	Graded	3	BIO 161-B - Anatomy & Physiology I	Waitlist	Lecture		01/08/2024	05/04/2024	ROWL G127
BIO 161L - Anatomy & Physiology I Lab	Graded	1	BIO 161L-B - Anatomy & Physiology I Lab	Waitlist	Laboratory		01/08/2024	05/04/2024	Canu G106
EN 102 - Composition II	Graded	3	EN 102-A - Composition II	Waitlist	Seminar		01/08/2024	05/04/2024	STJO G104
MA 132 - Statistical Analysis	Graded	3	MA 132-D - Statistical Analysis	Waitlist	Lecture		01/08/2024	05/04/2024	GAIL 2001
TRS 100 - Theological Inquiry	Graded		TRS 100-A - Theological Inquiry	Waitlist	Lecture		01/08/2024	05/04/2024	ROWL G206

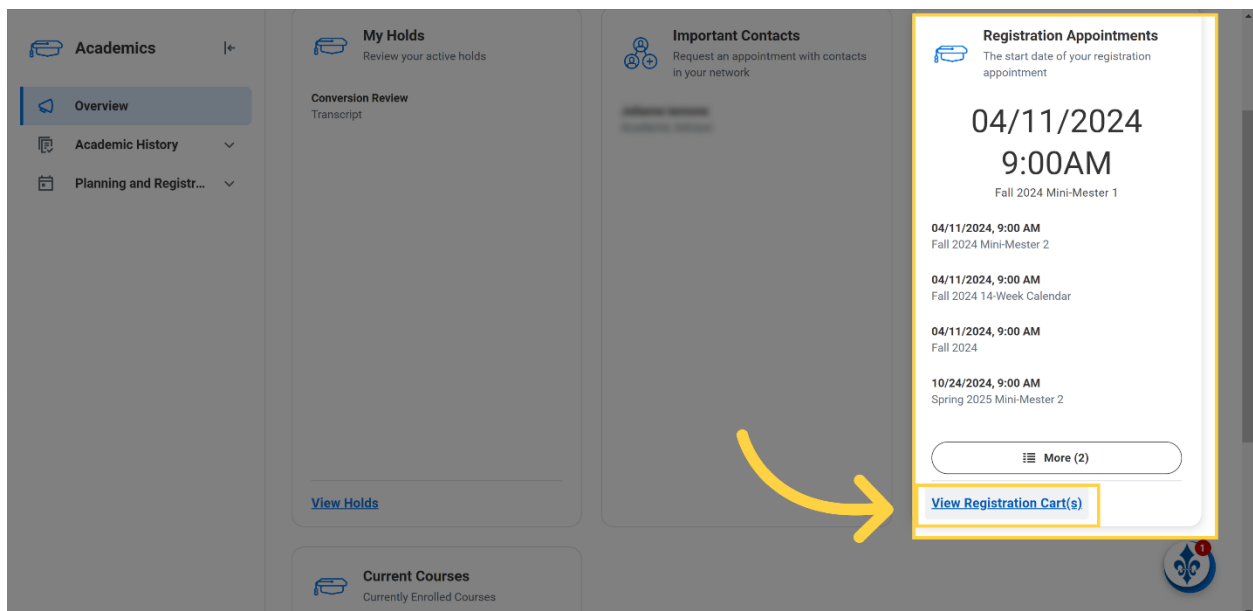
## 14. Academics Hub

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



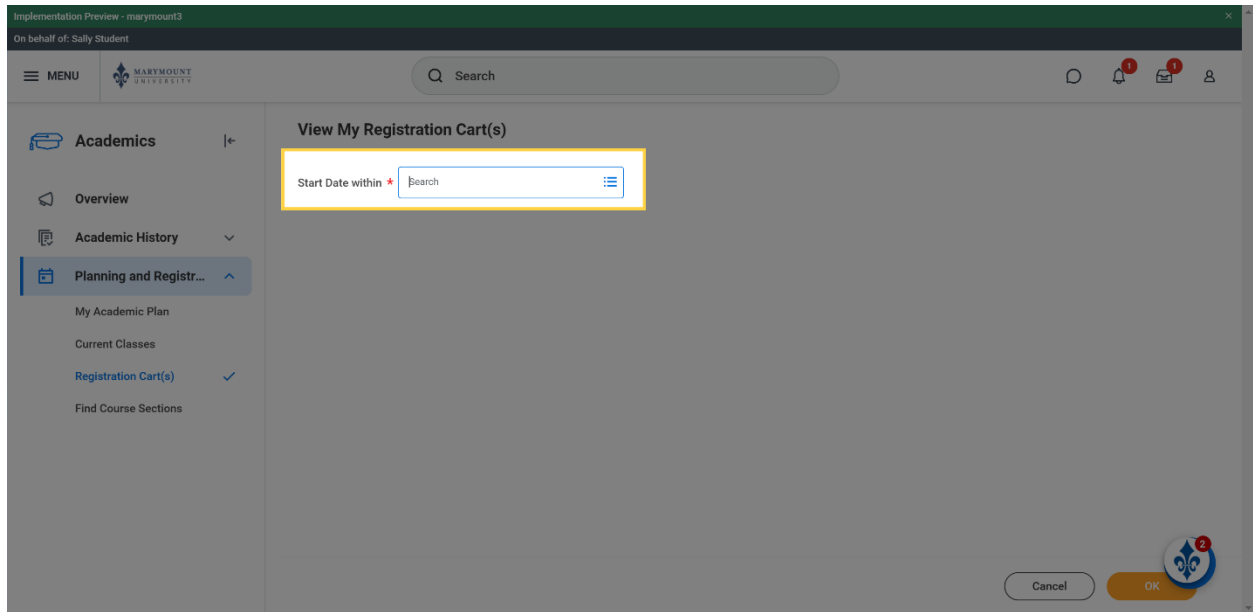
## 15. Registration Appointment

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.



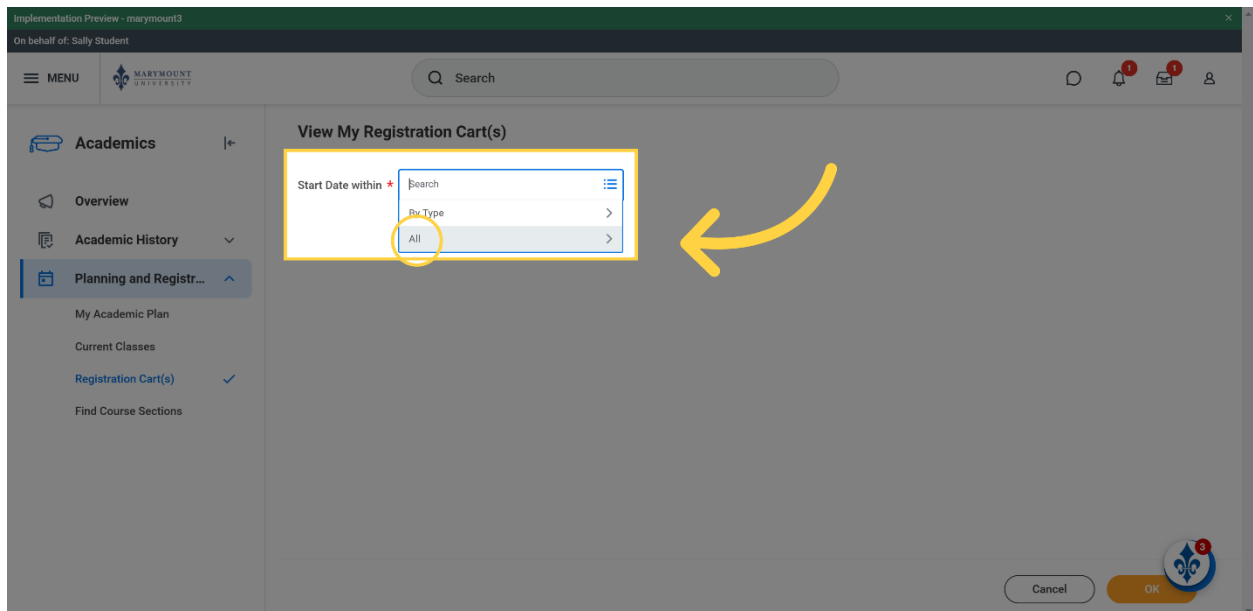
## 16. Choose Academic Period

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



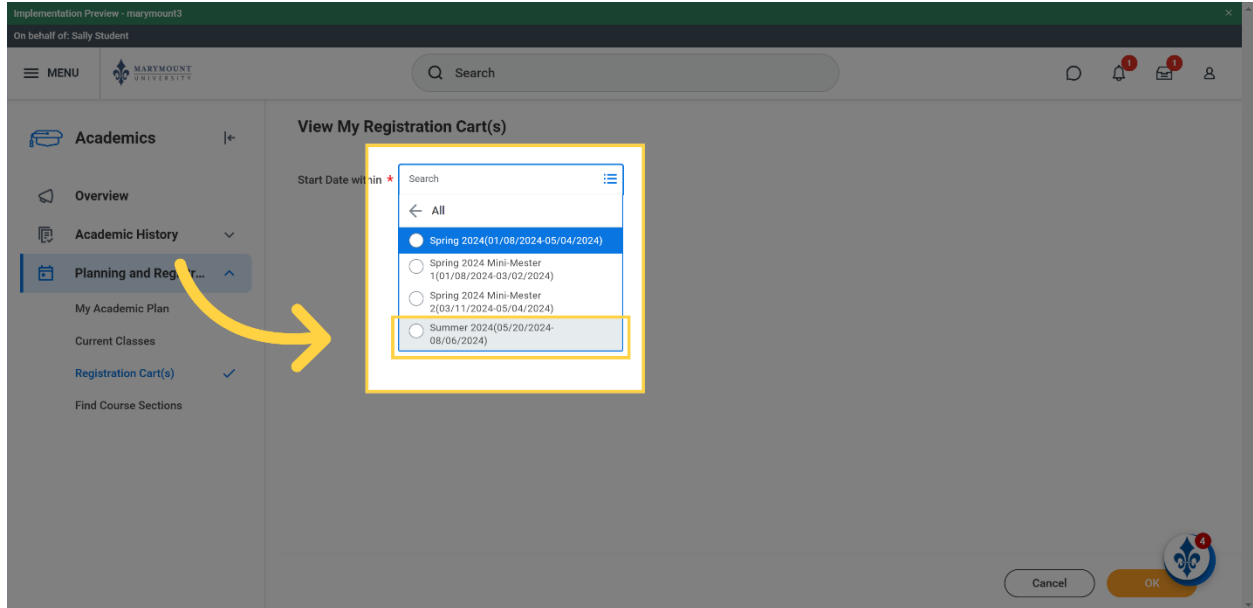
## 17. Choose ALL

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



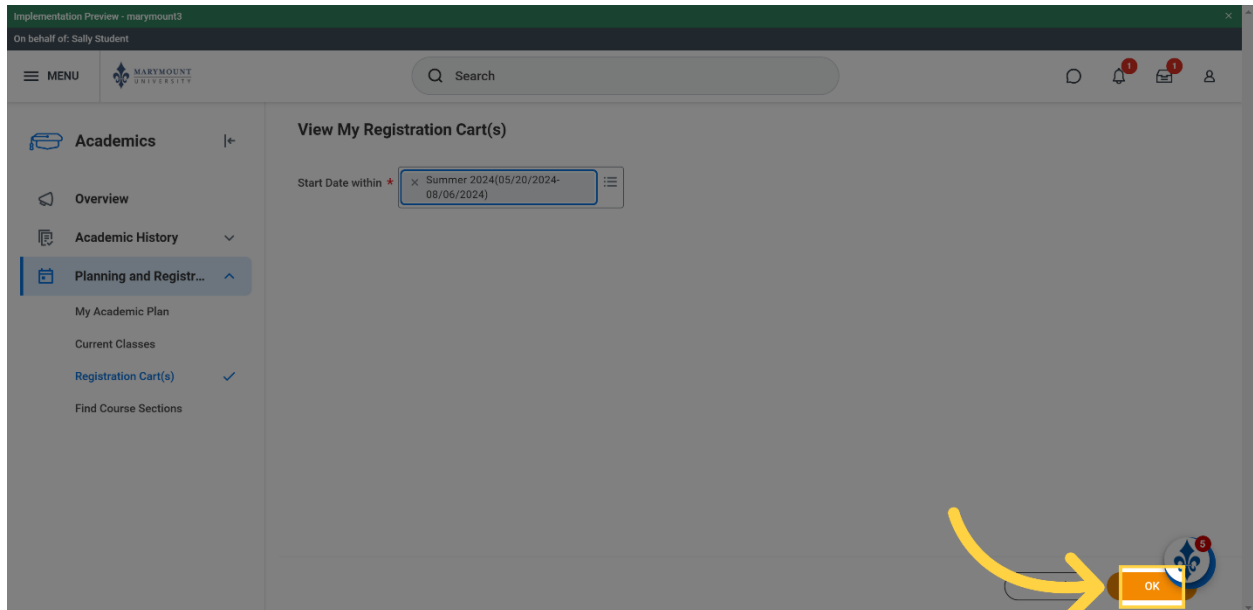
## 18. Choose an Academic Period

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



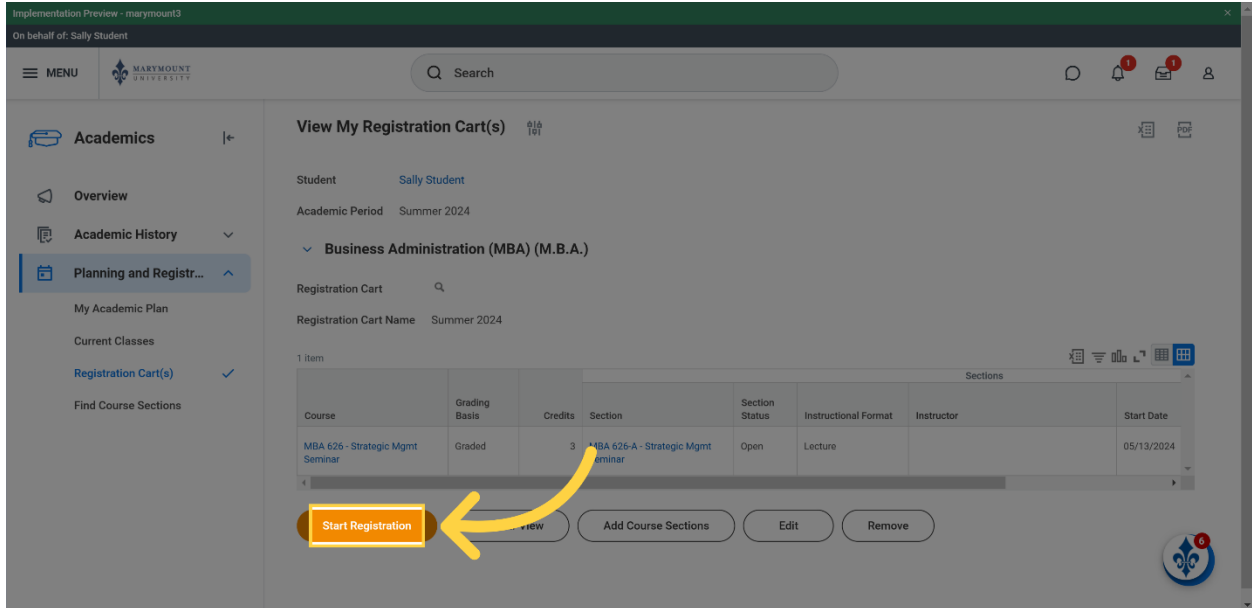
## 19. Click "OK"

Confirm your selection by clicking "OK".



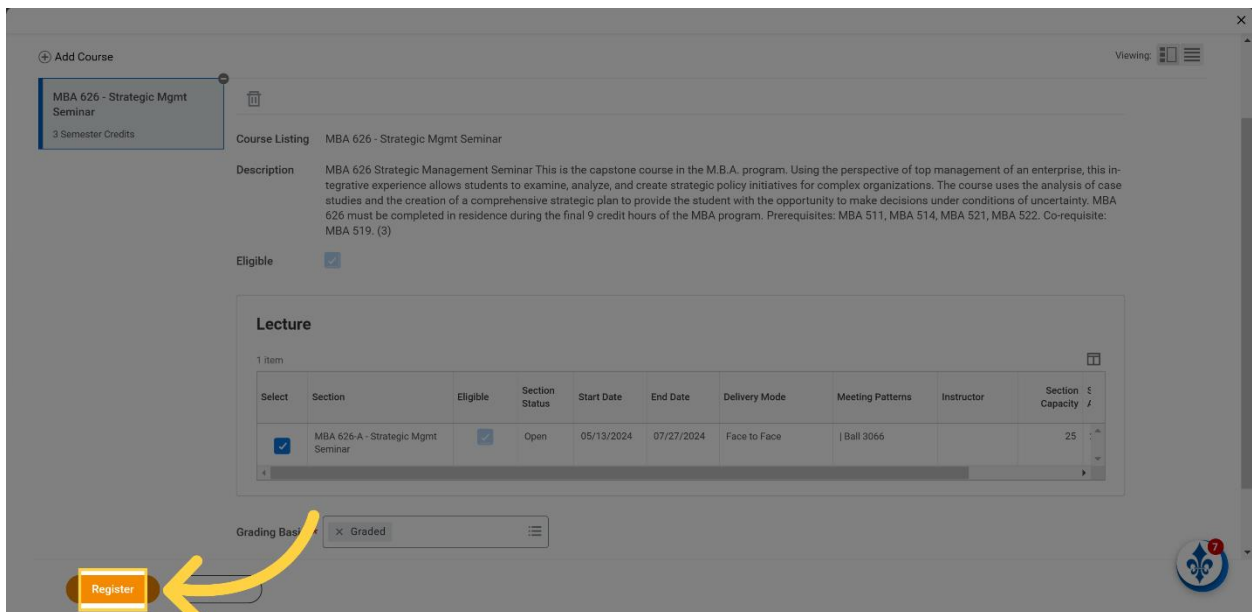
## 20. Click "Start Registration"

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".



## 21. Click "Register"

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



## 22. Click "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 displays a web interface for a student's registration status. At the top, there is a navigation bar with a search bar and user profile icons. Below this is a blue header with the text "Start Registration from Registration Cart". The main content area features a "Successful Registrations" section, highlighted with a yellow border, which includes 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

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

This guide covered the steps to create and update a registration cart in Workday as an Undergraduate 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)