

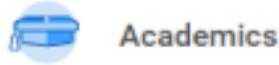


Hamline Workday Student Instructions - Create a Schedule in Workday

1. Log into Workday and click on the MENU at the top right corner.



2. Click on the “Academics” application.

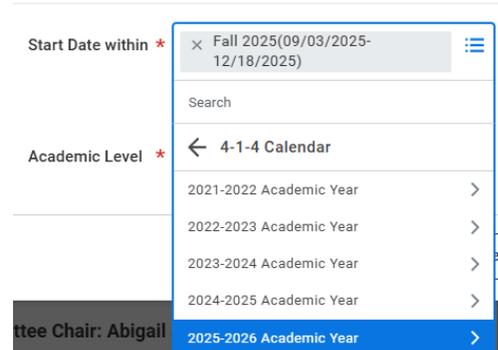


3. Click on “Find Course Sections for Registration” under the “Planning and Registration section.



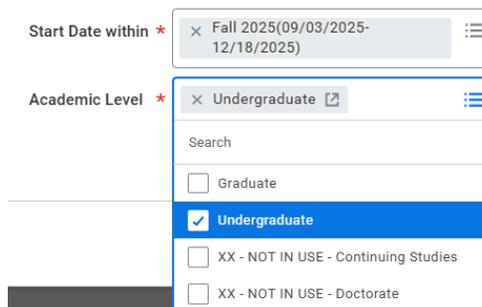
4. Click on the “Start Date within” in the pop up box and select “4-1-4 Calendar” and then “2025-2026 Academic Year” and then “Fall 2025 (09/03/2025-12/18/2025)”.

Find Course Sections for Registration



5. Then, for the Academic Level category, select “Undergraduate.”

Find Course Sections for Registration



6. Use the search choices in the left panel to filter out courses.

▼ **Section Status**

Open (305)

Waitlist (104)

Closed (29)

▼ **Course Definition**

CHEM 1130 - General Chemi... (10)

FSEM 1010 - FYSem: (9)

EDU 1150 - Schools and Soc... (8)

▼ **Course Tags**

Hamline Plan :: F (Fine Arts) (73)

Academic Requirement :: M... (46)

Hamline Plan :: W (Writing In... (45)

Hamline Plan :: D (Diversity) (36)

7. Find a course you are interested in taking and click on it and select “Add to Saved Schedule”



8. Name your schedule by clicking “Create Schedule for Registration.”

Add Course Section to Schedule

Course FYW 1110 - Critical Reading & Composition

Course Section FYW 1110-2 - Critical Reading & Composition

Schedule * ☰

All >

Create Schedule for Registration

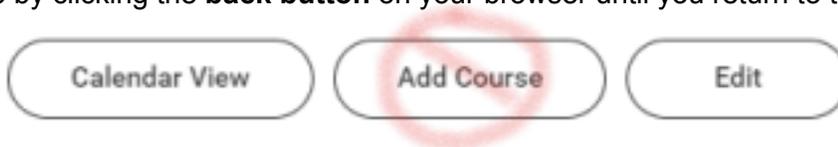
9. Choose your times (your original choice will be selected already) and select “OK.”

Lecture

5 items

Select	Section	Eligible	Section Status
<input type="checkbox"/>	FYW 1110-1 - Critical Reading & Composition	<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	FYW 1110-2 - Critical Reading & Composition	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	FYW 1110-3 - Critical Reading & Composition (1)	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	FYW 1110-4 - Critical Reading & Composition	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	FYW 1110-5 - Critical Reading & Composition	<input checked="" type="checkbox"/>	Open

10. **(NOTE: DO NOT CLICK “Add course” at this step. This will cause errors!)** Find another course to add to your schedule by clicking the **back button** on your browser until you return to the list of course options again.



11. Now, once you find another new course, instead of creating a schedule for registration, just click “All” and you can find the schedule you already named.

Add Course Section to Schedule

Course ACCT 1310 - Accounting Principles I

Course Section ACCT 1310-1 - Accounting Principles I

Schedule * ☰

All >

Create Schedule for Registration