UNIVERSITY student ... Transforming the educational journey.

workday

SUFFOLK

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Description: This quick guide provides instruction on finding course sections

Applies to: All Staff, Faculty, and Students

FIND COURSE SECTIONS

The Find Course Sections or Find Course Sections - Law report will list all course sections for a specific Academic Period and Academic Level. This report will list the location, instructor, and meeting pattern associated with the course section.

- **1.** From your Workday home page, type *Find* Q find course sections Course Sections or Find Course Sections – Law into the search bar and select the report. You Find Course Sections Ē Report will also find these reports on your Dashboard (Academic Hub, Academic Support, or Teaching dashboards)
- 2. Select the Academic Period in the Start Date Within field.
- 3. Select the Academic Level.
- 4. Click OK.

Find Course Sections						
Start Date within	* Fall 2023 (09/05/2023- 12/17/2023)	=				
Academic Level	* Vndergraduate	:=				
Campus Locations	;	:=				

5.	Select a Course Section to view		Find Course Sections 🚥 👫						
	additional details.		St	art Date within Fall 2023 (09/05/2023	23-12/17/2023) Academic Level Undergraduate				
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	Note: Use the search facets on		:	Campus Locations	$\{ $	Section Details T 5:00 PM - 7:30 PM			
	the left-hand side of the screen to filter this report.		:	> Locations	Acct f	ACCT 201-B - Acct for Decision Making I Acct for Decision Making I Open Christine Nolder Section Details T_TH 9:30 AM - 10:45 AM	~		
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