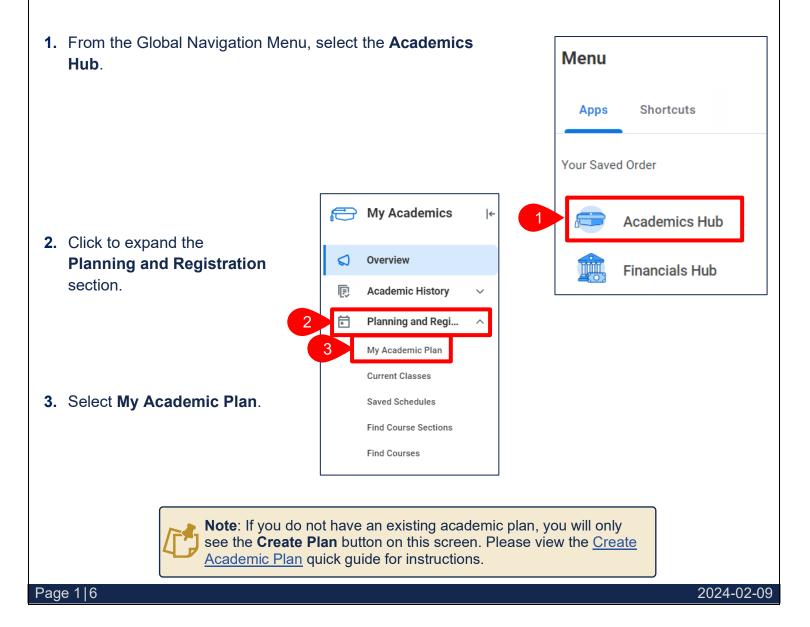
Description: This quick guide demonstrates how to create a saved schedule.

Applies to: Students

A **Saved Schedule** allows you to select the course sections you intend to register for in the upcoming semester. You can create a saved schedule from an **Academic Plan** or from the **Find Course Sections** report. You may register directly from your saved schedule once your registration window opens. Saved schedules will save time when initially registering. As you add and drop courses, a saved schedule is not necessary.

CREATE A SCHEDULE FROM ACADEMIC PLAN

The **Academic Plan** does not limit the course sections you can add to your Saved Schedule. You can add additional courses or remove courses from your Saved Schedule than what was listed in the Academic Plan.

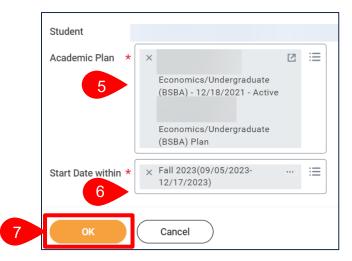




4. Click Create Schedule.

| rimary Plan Name | Plan | Information Systems and Oper | ations Manaq | gement/Undergraduate (BSBA | 4) |
|-------------------------------|--|---|--------------|----------------------------|----|
| iew Alternate Plan | s 1 | | | | |
| Register from I | Plan View Saved Sch | Create Sched | lule | Create Alternate Plan | |
| ✓ 2023-2024 | Academic Year | | | | |
| Academic Period | Requirement | Course | Credits | Status | |
| Fall 2023 | Global Engagement Experience | CJN 216 - Intercultural Communication | 4 | Eligible to Enroll | |
| | Business Analytics and Information Systems Major BSBA Elective Courses | ISOM 211 - Cloud Computing and Network Infastructure | 3 | Eligible to Enroll | |
| | | | | | |

- **5.** Select an **Academic Plan.** This will default to the Primary Plan but can be changed to an alternate plan, if desired.
- 6. Select an academic period from the Start Date within field.
- 7. Click OK.



8. Enter a Schedule Name.

9. Each course identified on the Academic Plan within the Academic Period specified is listed on the left-hand side. For each course, select a specific **Course Section** by checking the **Select** box.

| Academic Period Fall 2023 | | | | '—" in th | e upper ri | course by clic ght corner of |
|-----------------------------------|---|------------------------------------|----------|-------------------|------------|---------------------------------|
| Schedule Name * Patrick's Fall 20 | 023 Schedule | | | | | will not remov academic pla |
| EC 450 - Applied Econometrics | | | | | | |
| | Description Credits Lectur 2 items | This course begins of 4 Credits | | | -, | |
| 9 | Select | Section | Eligible | Section Status | Start Date | End Date |
| | | EC 450-A - Applied Econometrics | | Open | 09/05/2023 | 12/15/2023 |
| | | EC 450-B - Applied Econometrics | | Open | 09/05/2023 | 12/15/2023 |
| | | | | | | |
| OK Cancel |) | | | | | |



11. The confirmation screen displays.

- a. Click Calendar View to view the saved schedule in a calendar view.
- **b.** Click **Add Course** to add a course to the saved schedule.
- c. Click Edit to edit the course section selection in the saved schedule.
- d. Click View All Saved Schedules for Period to review other saved schedules for the selected academic period, if applicable.

| Saved Schedule Q | | | | | |
|-------------------------|-------------------------|--------------|---|-------------------|-----------------|
| Student Jan | e Student (UID | - Acc | ounting/Undergraduate (BA/BS | BA) - 08/09/20 | 023 - Active |
| Academic Period Fall | 2023 | | | | |
| Saved Schedule Name Jan | e's Fall 2023 Sched | ule | | | |
| | | | | | |
| Courses 3 items | | | | Section | |
| Courses 3 items Course | Grading Basis | Credits | Section | Section Status | Instructional F |
| | Grading Basis Graded | Credits 3 | Section ACCT 331-A - Cost Accounting | | Instructional F |
| Course | | | | Status | |



Note: You may create multiple saved schedules.

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CREATE SAVED SCHEDULE FROM FIND COURSE SECTIONS REPORT 1. From the Global Navigation Menu, select the Academics Hub. Menu Apps Shortcuts Your Saved Order My Academics |← 2. Click to expand the Planning and Registration section. 1 Academics Hub Overview 0 ē Academic History **Financials Hub** Ē 2 Planning and Regi... ~ My Academic Plan 3. Select Find Course Sections. **Current Classes** Saved Schedules 3 Find Course Sections Find Courses

- 4. Select the Academic Period in the Start Date within field.
- 5. Select the Academic Level.
- 6. Click OK.

| Start Date within | * X Fall 2023 (09/05/2023- 12/17/2023) | ∷≡ |
|-------------------|---|----|
| Academic Level | * Vndergraduate | ≔ |
| Campus Locatior | 15 | ≔ |

workday. student SUFFOLK UNIVERSITY BOSTON ...Transforming the educational journey.

- **7.** In the search bar, type the name of the course you are looking for or use the search criteria filters to narrow down your search.
- 8. Select the Course Section to view additional details.

| Q CAS | |
|--------------------------------------|---|
| > Saved Searches | |
| | |
| | |
| | |
| Current Search | 52 Results |
| Save Clear All | CAS 101-A - Strategies of Success |
| | Strategies of Success Open Allen momas |
| ✓ Subject | Section Details 73 Tremont Room 5045 M 12:30 PM - 1:45 PM 09/11/2023 - 12/04/2023 |
| College Of Arts and Sciences (52) | CAS 101-AE - Strategies of Success |
| | Strategies of Success Waitlist Jonathan McTague |
| Section Status | Section Details Samia Academic Center Room B15 T 5:00 PM - 6:15 PM 09/05/2023 - 12/05/202 |
| Open (28) | CAS 101-B - Strategies of Success |
| | Strategies of Success Waitlist Heather Stern |
| Waitlist (24) | Section Details Sawyer Room 1122 M 2:00 PM - 3:15 PM 09/11/2023 - 12/04/2023 |
| Campus Locations | |

- 9. Click Add to Saved Schedule.
- 10. Select an existing saved schedule or select Create Student Registration Saved Schedule.
 - **a.** Enter the **name** you want to give this saved schedule.
 - **b.** Click **OK**.
- **11.** The course is now on your saved schedule.

| | Acqueillic Lellon | Pall 2023 |
|---|-------------------|---|
| | Status | Open |
| | Start/End Date | 09/05/2023 - 12/15/2023 |
| | Grading Basis | Audit |
| | | Credit/Non Credit |
| | | Graded |
| | | Pass/Fail |
| | Credits | 1 Credits |
| | Description | CAS 101 is a one-credit course that meets once a week and is designed to help you have a successful transition to Suffolk University and our unique uban community. It is also designed to introduce you to the principles and concepts of Oral Communication and Presentation Skills. Through interactive excitoses and engaging assignments, you will explore the cargonic environment and them about strategies for success as a student. You will present speeches about your research and activities to improve your abilities as a speake. |
| | Eligibility | Studen thas satisfied all of the following: [Academic Lint (Compared) in the selection list Advertising Public Relations and Social Media, Art and Design, Biology, Biology and Radiation Sciences, Content for Urban Ecology and Statianability, Ohmistry and Biochemistry, College of Arts and Science, Social Media and Media, Economic, English, Histor, Language and Ribble Churte, NITO College of Arts and Science, Medical Dosimetry, Philosophy, Physics, Publical Science and Legal Studies, Psychology, Radiation Sciences, Sociology and Criminal Justice And Studies thas satisfied all of the following Latest Class Studies in the selection list Freehman] |
| 9 | Add to Saved | Schedule |

CAS 101 - St

| Course | CAS 101 - Strategies of Success | |
|------------------|-------------------------------------|----------|
| Course Section | CAS 101-A - Strategies of Success | |
| Saved Schedule * | Search | := |
| | All | > |
| | Create Student Registration Saved S | Schedule |

| | Create Student Registration Saved Schedule |
|---|--|
| а | Academic Period * Fall 2023 Saved Schedule Name * |
| b | ОК Cancel |