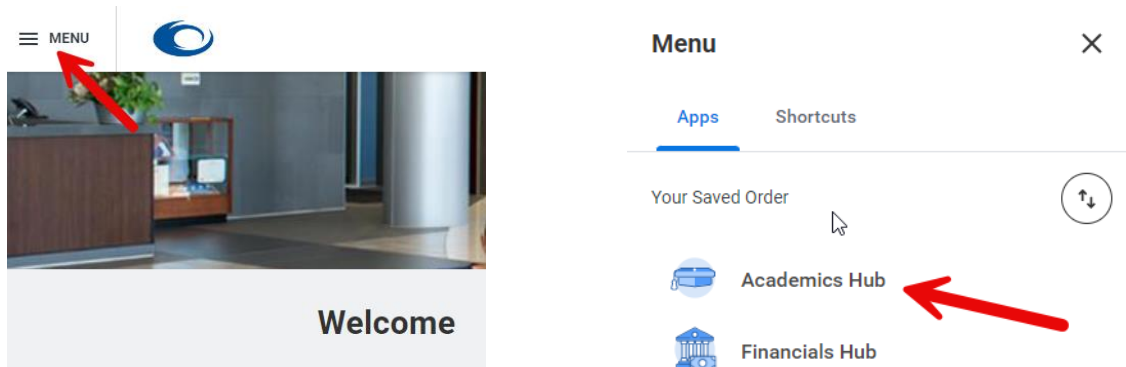## Overview
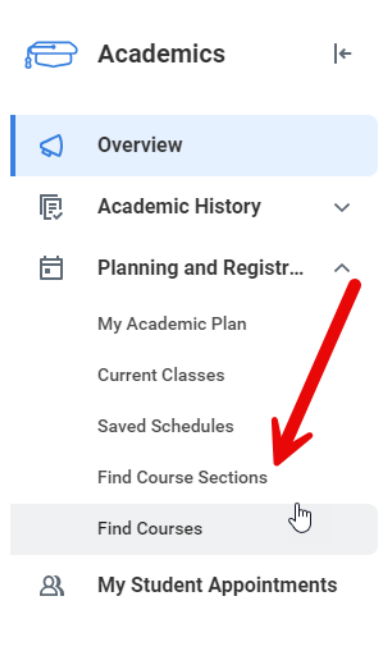
In Workday, you can search for courses using the Course Section Search and you can register for courses directly from the Course Section Search.

Course Sections Search

1. After logging into Workday, select the **Academics Hub.**

2. On the left-hand side of the screen, select the **Planning and Registration** dropdown menu.
3. Select **Find Course Sections.**
4. On the **Find Course Sections** screen, the following fields are required to search:
   a. **State Date Within** (e.g. 2024 Fall Semester)
   b. **Academic Level**
5. Click **OK.**

Viewing and Filtering Course Section Search

1. Without filtering your results, you will be presented with all course section offerings meeting your search criteria.
2. You can further refine your course section search by entering the name of the course you wish to take and clicking search or by selecting filters on the left to find your desired course(s).
3. You can filter your results by the following options:
   a. Subject - Subject in which the course belongs.
   b. Section Status - Whether the section has openings.
   c. Course Definition - Course Name.
   d. Instructional Format - Type of instruction (i.e. lecture, lab, etc.).
   e. Delivery Mode - Method in which the course is offered (i.e. hybrid, blended, in-person, etc.).
   f. Academic Periods - Semester in which the course will be held.
   g. Flexible Dates - Dates in which the course will be held

How to Register for Coursework from Course Section Search

1. Once you have found the course you're seeking, click the down arrow on the right side to view the Course Section Details such as instructors, delivery mode, campus, instructional format, and enrollment limits.
2. Click on the **course section name** (blue hyperlink) to see additional course details.
3. Click **Register** at the bottom of the screen to register for the selected section.
4. On the Register for Course Section Screen you will see a summary of details about that course section to review before registering.
5. If you are not ready to register for the course section, you can select **Add to Saved Schedule** instead. This will save the course section to your schedule so that you can continue searching for course sections before officially registering for each course section (see next page for screenshot).

ABDR 2255-001 - Collision Repair Estimating
Collision Repair Estimating | Open | Raven Hartkopf
Section Details Technical D212 | Tuesday & Thursday | 1:00 PM - 1:50 PM | 08/26/2024 - 10/20/2024, +1 more...

Section Details
Technical D212 | Tuesday & Thursday | 1:00 PM - 1:50 PM | 08/26/2024 - 10/20/2024
Technical D118B | Tuesday & Thursday | 2:00 PM - 4:50 PM | 08/26/2024 - 10/20/2024

Campus
⊙ Technical Campus

Instructors
Raven Hartkopf

Instructional Format
Combination

Delivery Mode
Hybrid

Enrolled/Capacity
0/12

How to Register

Course	BIOL 1406 - Biology for Science Majors I
Academic Period	2024 Fall Semester
Status	Open
Start/End Date	08/26/2024 - 12/15/2024
Grading Basis	Audit
	Graded
Units	4 Semester Units
Description	Lecture: Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Lab: Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Lab required. Prerequisites: TSI Math score of 910-949 with a diagnostic score of 5, and TSI college-readiness standard for Reading and Writing; or equivalent. 4 credit hours. (A)
Other Instructional Formats	Combination
	Laboratory

Add to Saved Schedule   Register