# Find Course Section Report (Class Schedule)

This quick reference guide (QRG) provides instructions on how to access the course schedule using the Find Course Section Report in Workday. If you receive any errors or are unable to locate a course, please contact your academic advisor for support. This process can only be completed if your institution allows student self-service.

To find courses using the Find Course Section Report, complete the following steps.

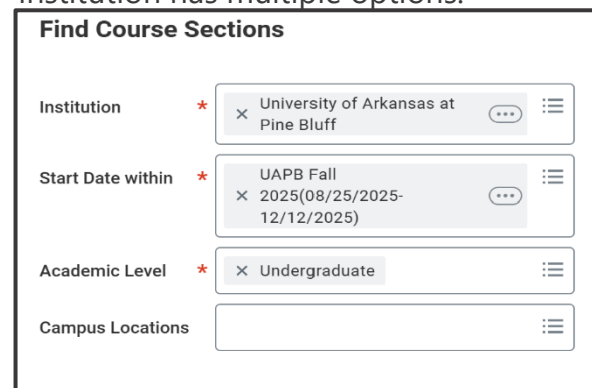## FIND COURSES USING FIND SECTION REPORT

From the Workday Home page:

1. Click the **Global Navigation Menu**.

2. Select **Academics Hub**.
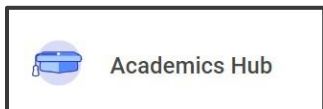
3. Click the **Planning and Registration** tab.

4. Click **Find Course Sections**.

5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.

6. Select the academic term you wish to register for from the **Start Date within** dropdown list.

7. Select the appropriate **Academic Level**.

5. *Optional* – Select your desired **Campus Location** if your institution has multiple options.

9. Click **OK**.

10. Use the **Search** bar under **Find Course Sections** or the filters to find your desired course.