

Search & Register for Classes

This guide explains how to use Search & Register for Classes in Workday to search for classes, create a saved schedule, and register for a course(s).

Accessing STU – Search & Register for Classes Report

From your Academics Dashboard, select the *Student Overview* or *Advising & Registration* Tab to access the *STU – Search & Register for Classes* report. See the *Academics Dashboard & Onboarding Orientation* Quick Reference Guide for help navigating the Academics Dashboard.

Searching & Filtering Classes

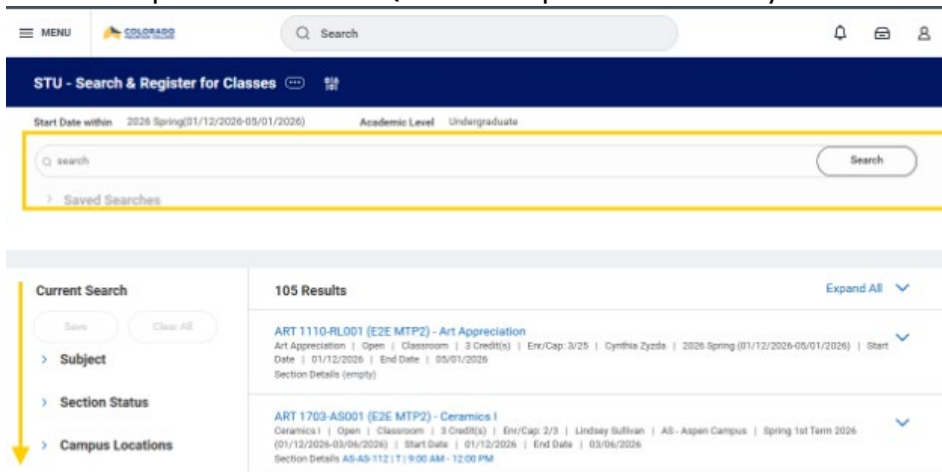
1. Search options default to the open registration semester, including all courses and 8-week terms. You can select a campus location now or filter the results by campus later. Click OK.

Start Date within *

Academic Level *

Campus Locations

2. Use the report search bar (not the top-level Workday search bar) to refine the course list.



MENU COLORADO Search

STU - Search & Register for Classes

Start Date within 2026 Spring(01/12/2026-05/01/2026) Academic Level Undergraduate

Q search Search

> Saved Searches

Current Search Save Clear All

> Subject

> Section Status

> Campus Locations

105 Results Expand All

ART 1110-RL001 (E2E MTP2) - Art Appreciation
Art Appreciation | Open | Classroom | 3 Credit(s) | Enr/Cap: 2/25 | Cynthia Zyzala | 2026 Spring (01/12/2026-05/01/2026) | Start Date | 01/12/2026 | End Date | 05/01/2026
Section Details (empty)

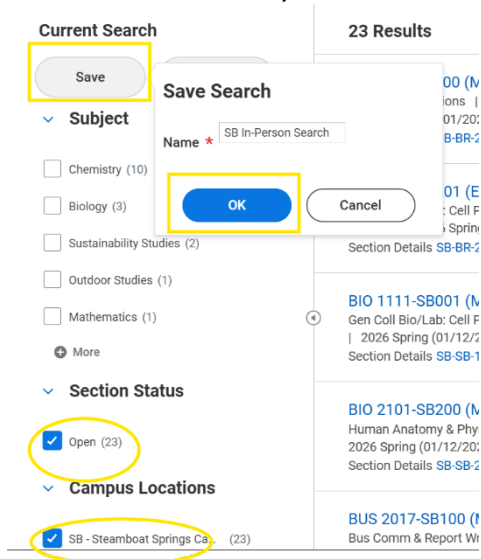
ART 1703-AS001 (E2E MTP2) - Ceramics I
Ceramics I | Open | Classroom | 3 Credit(s) | Enr/Cap: 2/9 | Lindsay Sullivan | AS - Aspen Campus | Spring 1st Term 2026 (01/12/2026-03/06/2026) | Start Date | 01/12/2026 | End Date | 03/06/2026
Section Details AS-AS-112 | T | 9:00 AM - 12:00 PM



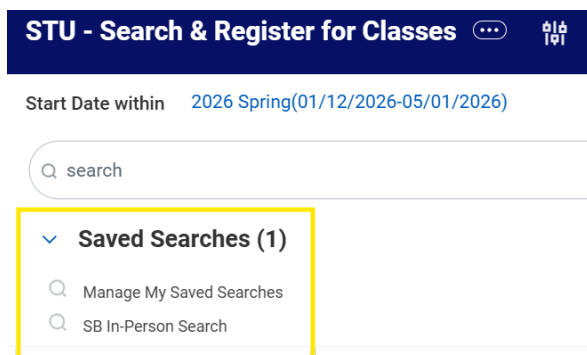
WORKDAY

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- Use the filter menu on the left to refine the course list. If you add filters and would like to save the search parameters for future use, click the *Save* button at the top of the *Current Search* bar. Name your saved search. Click *OK*.

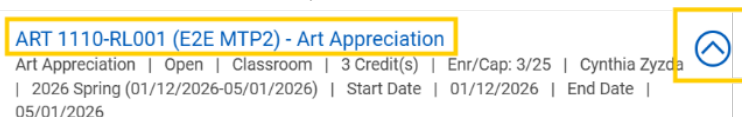


- Your saved search(es) will appear the next time you access *Search & Register for Classes*.



Registering for Classes

- To view course details, click on a course title or the blue caret.



- Click on the course title and scroll to the bottom to start registration.
 - If you are registering for more than one class, click *Add to Saved Schedule*.
 - If you are registering for one class, click *Start Registration* and continue to Step 4





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If you see *Troubleshoot*, contact your College Navigator or Academic Advisor for registration assistance.

3. You can add to an existing schedule or a new one.
 - a. Recommended schedule name: *SemesterYear – Date Created* (e.g., SP26 – 1/28/26). You cannot have two Saved Schedules with the same name.
 - b. To add additional courses to your schedule, click *Clear All*.
 - c. Use the search field or *Add Filters* to find your desired course(s).
 - d. Click the blue plus sign to add the course(s) to your schedule; Click the blue trashcan icon to remove the course from your schedule.

See the *Create & Edit Saved Schedule* Quick Reference Guide for more information on saved schedules.

4. Once you have added all of your classes to your Saved Schedule, or if you are only registering for the one class, click *Start Registration*.
 - a. Review your course(s). The grading basis defaults to letter grade, but you can change it in the *Grading Basis* section for each course.
 - b. Click *Register* to complete your registration, then view your registered courses or student account