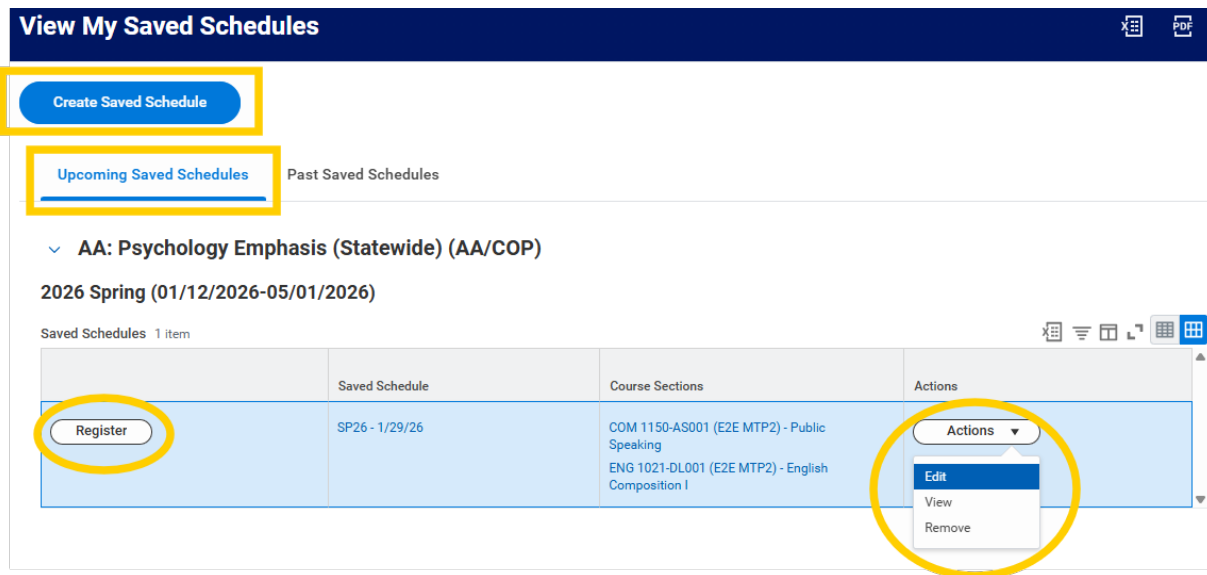


Create & Edit Saved Schedule

This guide explains how to create and edit a Saved Schedule in Workday. A Saved Schedule allows you to plan and register for classes in semesters with active course sections. Creating a saved schedule does not guarantee a seat in any course section.

View Saved Schedule

Click on *View My Saved Schedules* in the Advising & Registration tab of your Academics Dashboard to view or create a new saved schedule (See *Academics Dashboard & Onboarding Orientation* Quick Reference Guide for more details). For existing saved schedules, you can register, edit, view, or remove courses from your saved schedule.



View My Saved Schedules

Create Saved Schedule

Upcoming Saved Schedules Past Saved Schedules

AA: Psychology Emphasis (Statewide) (AA/COP)

2026 Spring (01/12/2026-05/01/2026)

Saved Schedules 1 item

Register	Saved Schedule	Course Sections	Actions
Register	SP26 - 1/29/26	COM 1150-AS001 (E2E MTP2) - Public Speaking ENG 1021-DL001 (E2E MTP2) - English Composition I	Actions Edit View Remove

Create Saved Schedule

In addition to the directions below, you can also *Create Saved Schedule* using the *Search & Register for Classes* report. Please see the *Search & Register for Classes* Quick Reference Guide for more information.

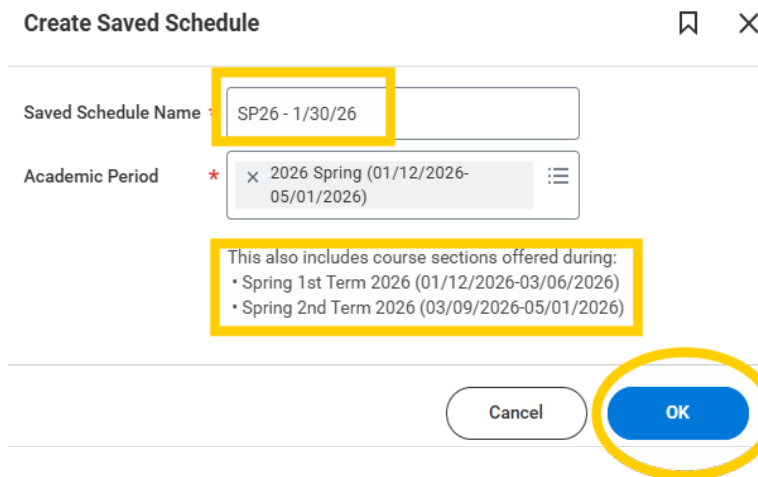
1. Select *Create Saved Schedule*.



WORKDAY

QUICK REFERENCE GUIDE

- a. Create a name for your Saved Schedule. Recommended schedule name: *SemesterYear – Date Created* (e.g., SP26 – 1/28/26). You cannot have two Saved Schedules with the same name.
- b. Select the Academic Period (semester). If you select a full semester, the search will return all courses for that semester; e.g., selecting Spring 2026 will also return Spring 1st term and Spring 2nd term courses. Click OK.



Create Saved Schedule [Bookmark] [Close]

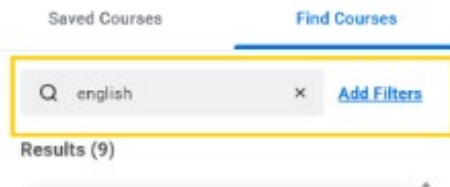
Saved Schedule Name:

Academic Period: *

This also includes course sections offered during:

- Spring 1st Term 2026 (01/12/2026-03/06/2026)
- Spring 2nd Term 2026 (03/09/2026-05/01/2026)

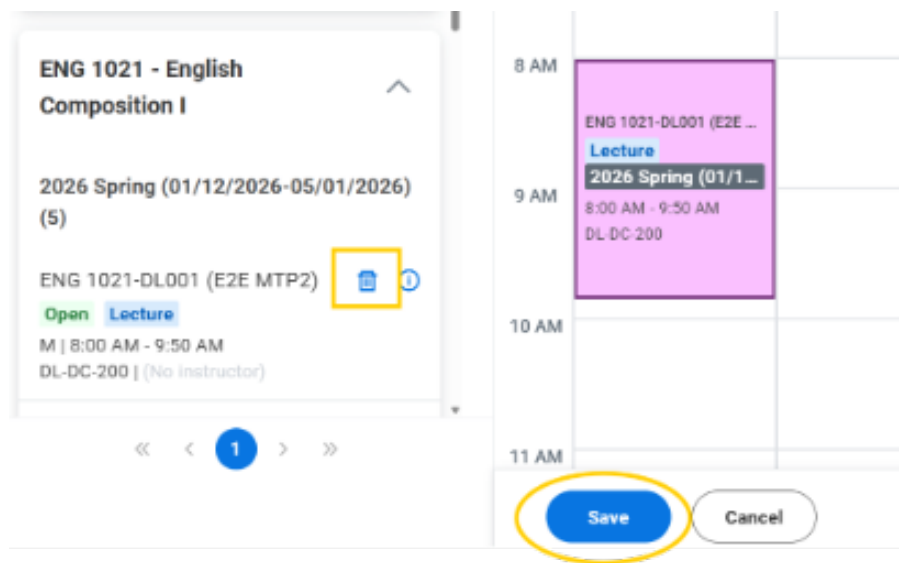
2. Use the search field or *Add Filters* to find your desired course(s).



Saved Courses | **Find Courses**

Results (9)

3. Click the plus sign to add the course to your Saved Schedule and Calendar View. As you add courses, the plus icons change to trashcan icons. Continue adding courses as needed, and click Save once done. You will be able to review all courses in your Saved Schedule before finalizing registration.
4. If you change your mind about a course before saving, you can



ENG 1021 - English Composition I

2026 Spring (01/12/2026-05/01/2026) (5)

ENG 1021-DL001 (E2E MTP2)

Open Lecture

M | 8:00 AM - 9:50 AM
DL-DC-200 | (No instructor)

8 AM
9 AM
10 AM
11 AM

ENG 1021-DL001 (E2E ...)
Lecture
2026 Spring (01/12/2026-05/01/2026)
8:00 AM - 9:50 AM
DL-DC-200



WORKDAY

QUICK REFERENCE GUIDE



click the trashcan icon to remove the course.

5. Creating a saved schedule does not guarantee a seat in any course section. Please see the *Register from a Saved Schedule Quick Reference Guide* or select [Start Registration](#)

Edit, View, or Remove Saved Schedule

Click on the *Actions* button on an existing Saved Schedule to edit, view, or remove the schedule.

View My Saved Schedules









Create Saved Schedule

Upcoming Saved Schedules
Past Saved Schedules

▼ **AA: Psychology Emphasis (Statewide) (AA/COP)**

2026 Spring (01/12/2026-05/01/2026)

Saved Schedules 2 items






	Saved Schedule	Course Sections	Actions
<div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; display: inline-block;">Register</div>	SP26 - 1/29/26	COM 1150-AS001 (E2E MTP2) - Public Speaking ENG 1021-DL001 (E2E MTP2) - English Composition I	<div style="border: 2px solid yellow; border-radius: 50%; padding: 5px; display: inline-block;"> <div style="border: 1px solid #ccc; background-color: white; padding: 5px; margin-bottom: 5px;"> Actions ▼ </div> <div style="border: 1px solid #ccc; background-color: white; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px 5px; margin-bottom: 2px;">Edit</div> <div style="padding: 2px 5px; margin-bottom: 2px;">View</div> <div style="padding: 2px 5px;">Remove</div> </div> </div>
<div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; display: inline-block;">Register</div>	SP26 - 1/30/26	BUS 1015-DS200 (E2E MTP2) - Introduction to Business ENG 1021-DL001 (E2E MTP2) - English Composition I	

1. *Edit*: Select this option to modify your schedule.
 - a. Follow the steps in the previous section, *Create A Saved Schedule*, to add or remove courses.
 - b. Make sure to click Save or Cancel at the bottom of the page when done.
2. *View*: Select this option to view details of the schedule, with the ability to register, view the calendar, or edit the schedule from the view screen.
3. *Remove*: Select this option to delete the Saved Schedule. Click OK, then Done to return to *View My Saved Schedules*.