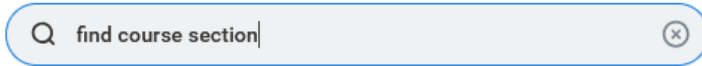


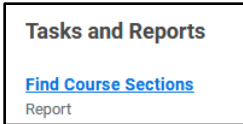
Creating a Saved Schedule via Find Course Sections

From any page in Workday:

1. Type “Find Course Sections” in the search bar at the top of the screen in Workday and press enter.



2. Launch the report by clicking on it.



3. Populate the required search criteria

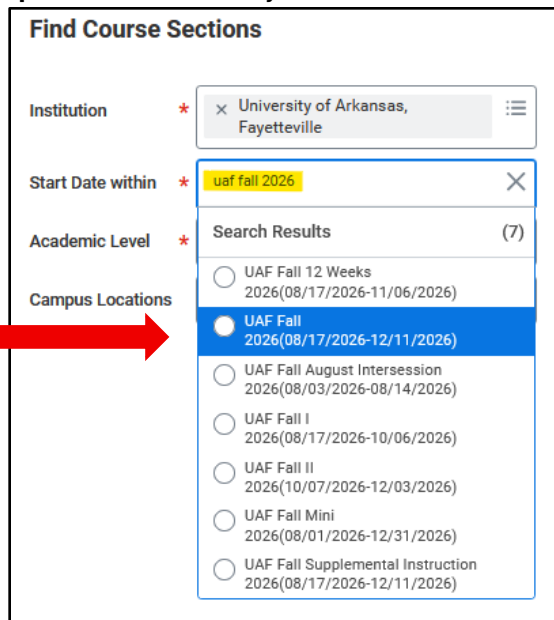
Institution: University of Arkansas, Fayetteville

Start Date within: Type the term information.

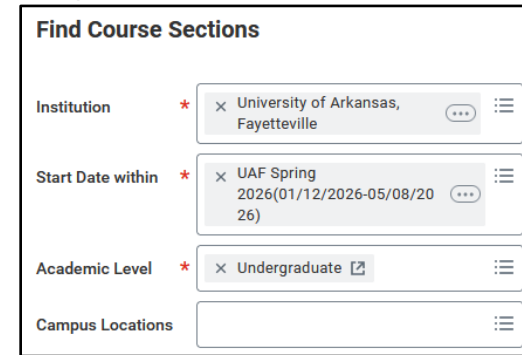
Example: “UAF Fall 2026” and select from the dropdown menu.

Academic Level: Select from the dropdown menu

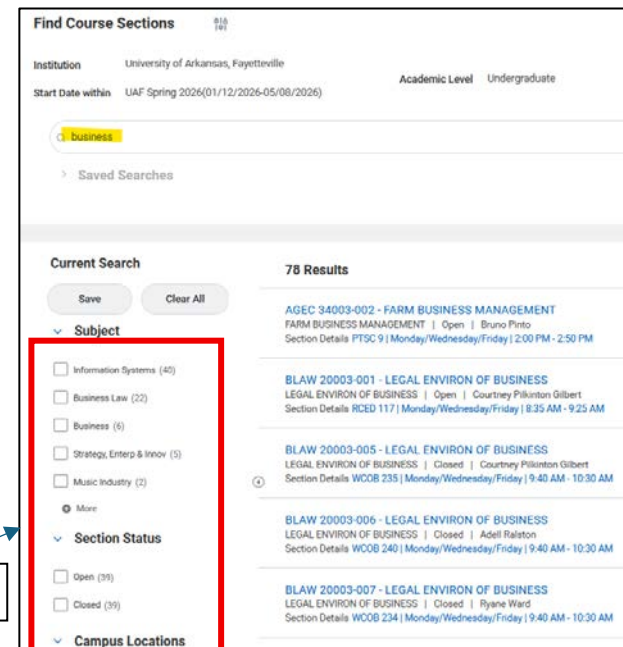
Campus Location: Always leave this blank



4. Ensure that campus location has been left blank



5. Click **OK**
6. Use the **Search** bar to search for classes
7. (Optional) Use the filters on the left-hand side of the screen to narrow down the results.



Additional Filters

Creating a Saved Schedule via Find Course Sections

8. Click on the course section that you wish to enroll in

ENGL 10103-001 - COMPOSITION I
COMPOSITION I | Open
Section Details WCOB 339 | Tuesday/Thursday | 8:00 AM - 9:15 AM

9. Select **Add to Saved Schedule**.

View Course Section

ENGL 10103-001 - COMPOSITION I

General Information

Course ENGL 10103 - COMPOSITION I

Description Through the completion of four major writing assignments, students learn writing strategies for varied contexts, methods of research and integrating sources, and processes for drafting and revision. Pre- or Corequisite: ENGL 00001 or 19 or above on ACT English; or 490 or above on SAT Evidence-Based Reading and Writing; or 80 or above on Compass Writing Skills; or 83 or above on Accuplacer Sentence Skills; or above 255 on Accuplacer Next Generation Writing; or High School GPA of 3 point 20 or above.

Academic Period UAF Fall 2026 (08/17/2026-12/11/2026)

Start/End Date 08/17/2026 - 12/11/2026

Status Open

Total Section Capacity 19

Seats Available 19 of 19

Add to Saved Schedule

10. You can add to either a new or existing saved schedule. This example demonstrates creating a new saved schedule and naming it "Fall 2026."

Add Course Section to Saved Schedule ✕

Course Section ENGL 10103-001 - COMPOSITION I

Add to

New Saved Schedule
 Existing Saved Schedule

Saved Schedule Name *

Academic Period UAF Fall 2026 (08/17/2026-12/11/2026)

11. Select **OK**.
12. The course will populate in calendar view on your saved schedule. You can continue to add classes to your saved schedule, or you can **Save**.

Important Note: If you need administrative assistance, admin users can only see your saved schedule if you Create an Academic Plan. For best results, make sure that you create a plan.

Adding a class to a saved schedule does not guarantee a seat in the class. Make sure to [Register via Saved Schedule](#)