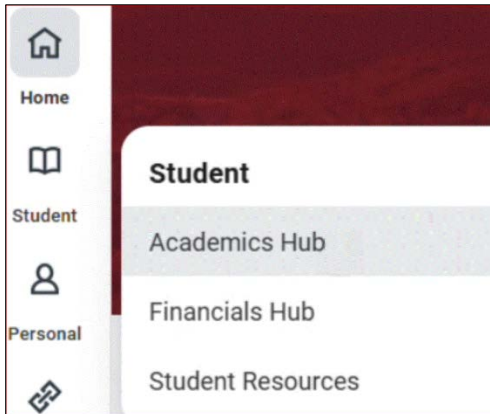


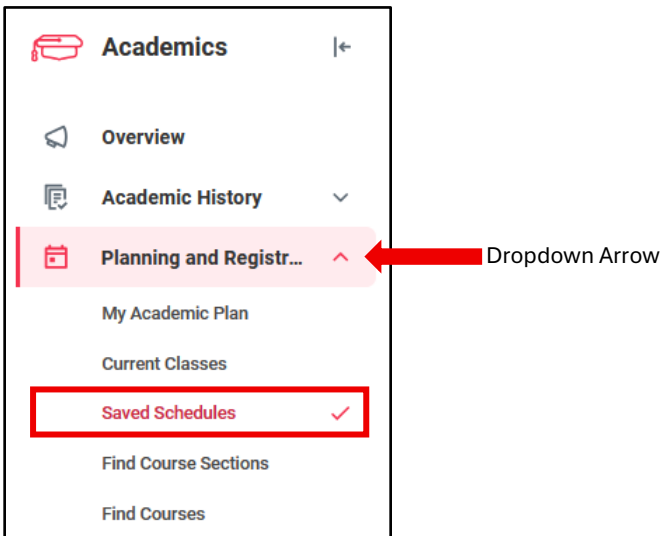
## Editing a Saved Schedule

From any page in Workday:

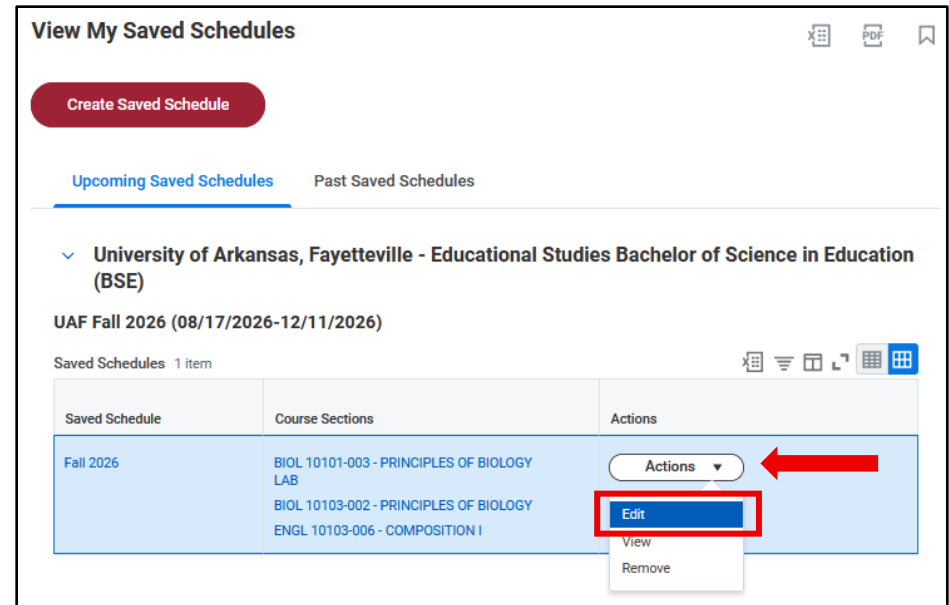
1. Hover over **Student** on the left side Menu.
2. Click on **Academic Hub**.



3. Click on the dropdown arrow for **Planning and Registration**.
4. Select **Saved Schedules** from the list.



5. Click the **Actions** dropdown arrow to see the available actions.
6. Select **Edit**.



7. Your saved schedule will display in calendar view.  
 \*\*Please note that classes without a meeting pattern will not display in calendar view (typically this includes online classes).

## Editing a Saved Schedule

Courses that currently exist on your saved schedule will display on the left-hand side of the calendar, under the heading “Saved Courses.”

8. To **remove** a course from your saved schedule:

1. Click the dropdown arrow
2. Click on the delete icon

**Saved Courses** Find Courses

Total Courses: 3



**BIOL 10101 - PRINCIPLES OF BIOLOGY LAB** ^

Grading Basis Units  
Graded 1 Carnegie Units

Requirements: **Laboratory**

Corequisites: BIOL 10103

**UAF Fall 2026** ^  
**(08/17/2026-12/11/2026) (1)**

BIOL 10101-003  

**Open Laboratory**

Tuesday | 8:00 AM - 10:45 AM | CHPN 116 | Lora L. Shadwick

**BIOL 10103 - PRINCIPLES OF BIOLOGY** v

Grading Basis Units  
Graded 3 Carnegie Units

Dropdown Arrow

Alternatively:

1. Click on the course in calendar view to see additional details.
2. Click on **Remove Section**

**BIOL 10101-003 - PRINCIPLES OF BIOLOGY LAB** (X)

**BIOL 10101-003**  
**Open Laboratory**  
UAF Fall 2026 (08/17/2026-12/11/2026)  
8:00 AM - 10:45 AM  
CHPN 116

Meeting Pattern Tuesday | 8:00 AM - 10:45 AM

Seats Available 24 of 24

Instructional Format Laboratory

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

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

Delivery Mode In-Person

[View Full Details](#) **Remove Section**

Click anywhere on the course.

Removing a course from your saved schedule also removes it from the “Saved Courses” tab.

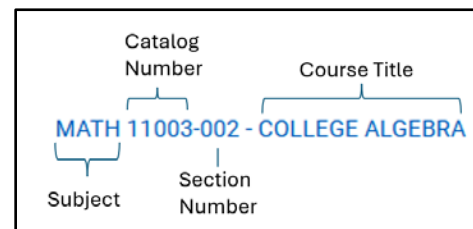
To swap sections on a saved schedule, you will need to remove the existing section, then add the new section.

## Editing a Saved Schedule

9. To **add** a course
  1. Click on **Find Courses**
  2. Type the course information in the search bar and press enter.
  3. Select the dropdown arrow for the correct course from the available options.

4. Click the **plus icon** for the specific section that you wish to add to your saved schedule.

Important note: The best way to search for courses is with a specific Subject and Catalog number, rather than a course title.



To avoid confusion, students should refer to courses using the Subject and Catalog Number rather than informal abbreviations (ex: O-CHEM), which can refer to multiple courses. UA Fayetteville offers a large number of courses, and administrative users will generally ask for the Subject and Catalog Number when discussing a course.

Section numbers denote differences in meeting pattern, instructor, location, and/or special topics.

In this example, section 001 meets on M/W/F at 7:30am; section 002 meets on M/W/F at 8:35am.

## Editing a Saved Schedule

10. Once added, the new course will display in calendar view. Students should avoid creating time conflicts, as they will not be able to self-register in courses that overlap.

Saved Schedule Name \*  1 Errors [Show Details](#)

Academic Period: UAF Fall 2026 (08/17/2026-12/11/2026) Display Courses From:  UAF Fall 2026 (08/17/2026-12/11/2026)

Monday Tuesday Wednesday Thursday Friday

8 AM

9 AM

10 AM

11 AM

12 PM

BIOL 10101-003  
Open Laboratory  
UAF Fall 2026 (08/17/2026-12/11/2026)  
HPN 116

MATH 1...  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

ENGL 10...  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

MATH 1...  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

ENGL 10...  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

MATH 1...  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

ENGL 10...  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

BIOL 10103-002  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

BIOL 10103-002  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

BIOL 10103-002  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

You can see that these two courses meet at the same time. Students cannot register for overlapping courses.

Click here to see other errors.

11. Continue editing your courses until you are satisfied with your schedule. Students will not be able to register for classes that generate errors.

12. Click **Save** when you are finished editing.

Edit Saved Schedule

Saved Schedule Name \*  Show Weekends

Academic Period: UAF Fall 2026 (08/17/2026-12/11/2026) Display Courses From:  UAF Fall 2026 (08/17/2026-12/11/2026)

Monday Tuesday Wednesday Thursday Friday

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

AAST 20203 - AFRICAN AMERICAN EXPERIENCE  
Grading Basis: Graded  
Units: 3 Carnegie Units

BIOL 10101 - PRINCIPLES OF BIOLOGY LAB  
Grading Basis: Graded  
Units: 1 Carnegie Units

BIOL 10103 - PRINCIPLES OF BIOLOGY  
Grading Basis: Graded  
Units: 3 Carnegie Units

ENGL 10103 - COMPOSITION I  
Grading Basis: Graded  
Units: 3 Carnegie Units

MATH 12003 - PLANE TRIGONOMETRY  
Grading Basis: Graded  
Units: 3 Carnegie Units

BIOL 10101-003  
Open Laboratory  
UAF Fall 2026 (08/17/2026-12/11/2026)  
HPN 116

ENGL 10103-006  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

ENGL 10103-006  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

ENGL 10103-006  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

BIOL 10103-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

BIOL 10103-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

BIOL 10103-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

MUSC 10003-003  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

MUSC 10003-003  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

MUSC 10003-003  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

MATH 12003-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

MATH 12003-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

MATH 12003-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

AAST 20203-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

AAST 20203-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

AAST 20203-001  
Open Lecture  
UAF Fall 2026 (08/17/2026-12/11/2026)

**Save** Cancel

### Important Notes:

Students can create more than one saved schedule for a term. It is a good idea to have options available as classes can fill up.

Students cannot register for classes that generate an error. Administrative assistance will be required.

Creating a saved schedule does not guarantee a seat in the course, students will still need to [Register from a Saved Schedule](#) to complete registration.

Visit the [Registration Hub](#) for additional troubleshooting guides.