

Mass Register Students

Mass Register Student is the primary method of administratively enrolling students into courses. Before processing an enrollment, administrative users must check the following on each student record:

1. [Registration Appointment](#)
2. [Active Holds](#)

Issues with registration appointments and holds must be resolved prior to enrollment. Make sure to reference the [Academic Semester Calendar](#) for registration dates.

From any page in Workday:

1. Type “Mass Register Student” in the search bar at the top of the screen in Workday and press enter.

2. Launch the task by clicking on it.

3. A dialog box will appear. Enter the required criteria.

Mass Register Students

Start Date within * UAF Spring 2027 (01/19/2027-05/14/2027) ...

Courses * MATH 11003 - COLLEGE ALGEBRA ...

☒ Students ☐ Student Grouping

Students * Razorback Student ...

University of Arkansas, Fayetteville - UAF | CIED | Department of Curriculum and Instruction / Undergraduate (BSE) - 03/25/2025 - Active

Cancel OK

Be careful to select the correct term/year.

Select the “Students” option and enter each student ID. Multiple students can be selected.

4. Click **OK** after you have verified the entered criteria.
5. A confirmation screen will appear. After you have verified all information, proceed to the next screen by clicking **Select Sections**.

Mass Register Students

Start Date within UAF Spring 2027 (01/19/2027-05/14/2027)

Courses MATH 11003 - COLLEGE ALGEBRA

Selected Students 1

Select Sections Cancel

Click this icon if you need to make changes to date, course, or students.

Click the blue hyperlink to view selected students.

6. Scroll through the available sections and click the desired section.

Lecture

20 items

Select	Section	Section Status
☐	MATH 11003-001 - COLLEGE ALGEBRA	Open
☐	MATH 11003-002 - COLLEGE ALGEBRA	Open
☐	MATH 11003-003 - COLLEGE ALGEBRA	Open
☒	MATH 11003-004 - COLLEGE ALGEBRA	Open
☐	MATH 11003-005 - COLLEGE ALGEBRA	Open
☐	MATH 11003-006 - COLLEGE ALGEBRA	Open
☐	MATH 11003-007 - COLLEGE ALGEBRA	Open

Important Note: If you are enrolling in a variable-hour course, stop and review [Variable Hour Class](#) instructions for instructions on how to enter the correct number of hours.

Mass Register Students

7. Proceed to the next screen by clicking **Select Overrides**.

Select Overrides Cancel

8. Your level of security will determine which overrides you have access to. Make a selection and click **Mass Register**.

Select Registration Restrictions to Override

To successfully register students, override all student registration restrictions that apply to your selected mass registration.

Select All ☐

7 items

Override	Restriction
☐	Capacity
☐	Duplicate Registration Exists
☐	Eligibility
☐	Hidden Course Section
☐	Require Co-Requisite
☐	Reserved Capacity
☐	Time Conflict

Prior to overriding capacity, be sure to review [Capacity Considerations](#).

Mass Register Cancel

9. A summary of the transaction will display.

Mass Register Students

Status Completed
Current Processing Time (hh:mm:ss) 00:00:05

> **Summary**

Registrations with Overrides 0 items

Restriction Bypassed	Impacted Registrations
No items available.	

Unsuccessful Registrations by Reason 1 item

Reason	Impacted Sections
Ineligible	1

Mass Register Results 1 item

Academic Record	Registered	Waitlisted	Registrations with Overrides	Unsuccessful Registrations	View Registered Courses
Razorbuck Student	0	0	0	1	View Registered Courses

Done

This student was not enrolled because they are ineligible, and **Eligibility** was not selected on the Override Selection page. To process the enrollment, you must go back and try registration again and select Eligibility.

☒ **Eligibility** Registers students for course sections that they don't meet the eligibility requirements for.

The summary will show that the student received an override.

Registrations with Overrides 1 item

Restriction Bypassed	Impacted Registrations
Eligibility	1

Unsuccessful Registrations by Reason 0 items

Reason	Impacted Sections
No items available.	

Mass Register Results 1 item

Academic Record	Registered	Waitlisted	Registrations with Overrides	Unsuccessful Registrations	View Registered Courses
Razorbuck Student	1	0	1	0	View Registered Courses

Mass Register Students

Enrolling multiple students into one course.

Mass Register Students

Start Date within * UAF Spring 2027 (01/19/2027-05/14/2027)

Courses * MATH 11003 - COLLEGE ALGEBRA

Students

Student Grouping

Students * Tusk VII

University of Arkansas, Fayetteville - UAF | PSYC | Department of Psychological Science/ Undergraduate (BA/ BSW) Active

Search

Use search above to find a value

Cancel

OK

Continue typing names here.

On the confirmation page, you can verify the selected students by clicking on the hyperlink.

Mass Register Students

Start Date within UAF Spring 2027 (01/19/2027-05/14/2027)

Courses MATH 11003 - COLLEGE ALGEBRA

Selected Students 5

Select Sections

Cancel

Click here to display the names of the selected students.

Summary

Mass Register Students

Status Completed

Current Processing Time (hh:mm:ss) 00:00:02

Summary

Registrations with Overrides 1 item

Restriction Bypassed	Impacted Registrations
Eligibility	1

Unsuccessful Registrations by Reason 2 items

Reason	Impacted Sections
Active Registration Hold	2
Duplicate Student Course Registration	1

Mass Register Results 5 items

Academic Record	Registered	Waitlisted	Registrations with Overrides	Unsuccessful Registrations	View Registered Courses
Pork Chop	0	0	0	1	View Registered Courses
Boss Hog	0	0	0	1	View Registered Courses
Sue E. Pig	1	0	0	0	View Registered Courses
Big Red	1	0	1	0	View Registered Courses
Tusk VII	0	0	0	1	View Registered Courses

From the summary, we can see the following information:
Sue E. Pig and Big Red were the only students registered, and Big Red had an eligibility override

We can also see that two students have active registration holds, and one student is already enrolled (which is why they received a "Duplicate Registration" error). You can click on the blue hyperlinked numbers anywhere in the summary to see more information.

Mass Register Students

Enrolling a student into multiple courses

Mass Register Students

Start Date within * UAF Spring 2027 (01/19/2027-05/14/2027)

Courses * MATH 11003 - COLLEGE ALGEBRA

Search

Use search above to find a value

☐ Students ☐ Student Grouping

Cancel OK

Continue adding courses here.

You can enroll one student into multiple classes, or you can add multiple students into the same group of classes.

Mass Register Students

Start Date within * UAF Spring 2027 (01/19/2027-05/14/2027)

Courses * MATH 11003 - COLLEGE ALGEBRA, ENGL 10103 - COMPOSITION I, BIOL 10103 - PRINCIPLES OF BIOLOGY, BIOL 10101 - PRINCIPLES OF BIOLOGY LAB

☒ Students ☐ Student Grouping

Students * Park Chop, University of Arkansas, Fayetteville - UAF | COMA | Department of Communication/ Undergraduate (BA), Big Red University of Arkansas, Fayetteville - UAF | CED | Department of Curriculum and Instruction/ Undergraduate (BSE), Sue E. Pig, University of Arkansas, Fayetteville - UAF |

Cancel OK

The confirmation page shows all classes to be added, and you can click the blue hyperlinked number to see the selected students.

Mass Register Students

Start Date within UAF Spring 2027 (01/19/2027-05/14/2027)

Courses BIOL 10101 - PRINCIPLES OF BIOLOGY LAB, BIOL 10103 - PRINCIPLES OF BIOLOGY, ENGL 10103 - COMPOSITION I, MATH 11003 - COLLEGE ALGEBRA

Selected Students [5](#)

Select Sections Cancel

Each course must have a course section selected. All students will be enrolled in the selected course sections.

Click here to sort

BIOL 10103 - PRINCIPLES OF BIOLOGY
3 Carnegie Units

BIOL 10101 - PRINCIPLES OF BIOLOGY LAB
1 Carnegie Units

ENGL 10103 - COMPOSITION I
3 Carnegie Units

MATH 11003 - COLLEGE ALGEBRA
3 Carnegie Units

Course Listing Description

Laboratory

27 items

Select	Section
☐	BIOL 10101-001 - PRINCIPLES OF BIOLOGY LAB
☒	BIOL 10101-002 - PRINCIPLES OF BIOLOGY LAB
☐	BIOL 10101-003 - PRINCIPLES OF BIOLOGY LAB

Select Overrides Cancel

Click the minus sign or trash can icon to remove a course from the transaction.