

PURPOSE

The purpose of this job aid is to assist students in viewing their registration appointments within Workday. A Registration Appointment lists what day/time you are permitted to register for course sections for an Academic Period. Multiple Registration Appointments may be assigned to you, however you are permitted to register starting at the earliest date/time shown.

NOTE: If you are within your Registration Appointment window and are still unable to register for course sections you will need to check your eligibility due to holds, that you have satisfied pre-requisite courses, that PBSC has received and processed relevant placement scores, etc. If you are still unable to register after checking these factors, please schedule an appointment with your [Academic Advisor](#).

View My Registration Appointments

1. Open your **Academics** application on your Workday homepage.



2. Your Registration Appointments will be listed on your **Upcoming Registration Appointments** card. Multiple Registration Appointments may be assigned to you, however you are permitted to register starting at the earliest date/time shown.

A screenshot of a software interface titled "Upcoming Registration Appointments". The card displays the heading "Associate in Arts (AA) Major (AA)" and a table with columns for "Start Date within", "Start Time", "End Time", and "Time Zone".

Start Date within	Start Time	End Time	Time Zone
2020 Spring Full Term (01/06/2020-05/06/2020)	08/15/2019 12:00 AM		GMT-05 (New York)