## **View and Print My Class Schedule**

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This quick reference guide (QRG) provides instructions on how to view your class schedule in Workday.

To view your class schedule, complete the following steps.

## VIEW MY CLASS SCHEDULE

From the Workday Home page:

- 1. Click the **Global Navigation Menu**.
- 2. Select Academics Hub.
- 3. Click **Planning and Registration**.
- 4. Click Current Classes.

View My Courses						
University of Arkansas Community College at Batesville UACCB Fall 2024 (08/19/2024-12/13/2024) Calendar View My Enrolled Courses 2 items						
	Course Listing	Units	Grading Basis	Section	Instructional Format	
ď	ACCT 10003 - Prin of Accounting I	3	Graded	ACCT 10003-001 - Prin of Accounting I	Lecture	



To print your class schedule from the Workday Home page:

1. Type and select 'My Class Schedule' in the search bar.

## The *My Class Schedule* screen displays.

- 2. Select the **Academic Period** or Periods you would like to print.
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Note: It is recommended you select all Academic Periods for the term you are wanting to print. For example, UACCB's Fall 2024, Fall I 2024, and Fall II 2024. To select all Academic Periods at one time, hold down the ctrl button on your keyboard and mark each box.

My Class Schedule						
Academic Period	× UACCB Fall 2024 (08/19/2024- 12/13/2024)	≔				
	× UACCB Fall I 2024 (08/19/2024- 10/11/2024)					
	× UACCB Fall II 2024 (10/14/2024- 12/13/2024)					

- 3. Click **OK**.
- 4. Click **PDF** in the top right corner of the page.
- 5. Click **Download**.
- 6. Click Save.
- 7. Open the PDF from your downloads.
- 8. Click Print this file.



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