

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**.

	Course Listing	Units	Grading Basis	Section	Instructional Format
🔍	ACCT 10003 - Prin of Accounting I	3	Graded	ACCT 10003-001 - Prin of Accounting I	Lecture

## PRINT MY CLASS SCHEDULE

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.



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.

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**.

