

This quick reference guide (QRG) provides instructions on how to access the course schedule using the Find Course Section Report in Workday. If you receive any errors or are unable to locate a course, please contact your academic advisor for support. This process can only be completed if your institution allows student self-service.

To find courses using the Find Course Section Report, complete the following steps.

FIND COURSES USING FIND SECTION REPORT

From the Workday Home page:

1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



3. Click the **Planning and Registration** tab.
4. Click **Find Course Sections**.
5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.
6. Select the academic term you wish to register for from the **Start Date within** dropdown list.
7. Select the appropriate **Academic Level**.

5. *Optional* – Select your desired **Campus Location** if your institution has multiple options.

A screenshot of a web form titled "Find Course Sections". It contains four rows of dropdown menus. The first row is "Institution" with a red asterisk and a selected value of "University of Arkansas at Fort Smith". The second row is "Start Date within" with a red asterisk and a selected value of "UAFS Fall 2025(08/18/2025-12/04/2025)". The third row is "Academic Level" with a red asterisk and a selected value of "Undergraduate". The fourth row is "Campus Locations" which is currently empty. Each dropdown menu has a close button (an 'x' in a circle) and a menu icon (three horizontal lines).

9. Click **OK**.
10. Use the **Search** bar under **Find Course Sections** or the filters to find your desired course.