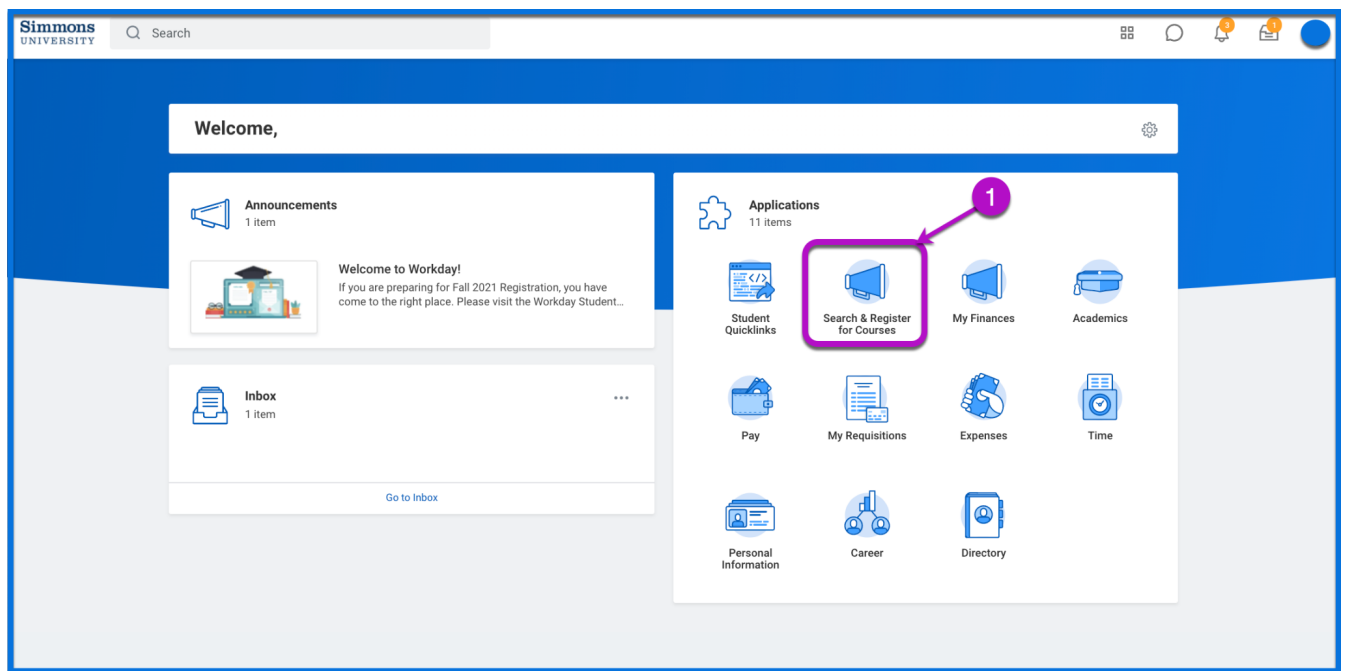


Register for a Course

1. [Register from Saved Schedule](#)
2. [Register from Course List](#)

Register from Saved Schedule

1. Go to workday.simmons.edu and log in using your Simmons email and password. Select the **Search & Register for Courses** worklet on your landing page.



2. Select View My Saved Schedules.

Simmons UNIVERSITY

Search

Search & Register for Courses

- Find Fall 2021 Course Sections
View course sections on the Traditional Calendar. Find your available Fall 2021 course sections, save preferred sections...
- Find Fall 2021 Traditional Course Sections
- Saved Schedules**
Access the schedule of preferred sections that you previously created and saved. Saving a schedule does not mean you are registered for the course.
View My Saved Schedules
- My Courses
View current enrollments and registered sections for upcoming terms. You can also drop and swap course sections for upcoming terms.
View My Courses
- Registration Help
Visit our workday student support site for how-to guides.
Workday Student Support Site

3. Select the semester that the schedule is in.

Simmons UNIVERSITY

Search

View My Saved Schedules

Start Date within *

OK Cancel

4. Scroll through your Saved Schedules and choose Start Registration under the desired one.

Simmons UNIVERSITY

View My Saved Schedules

Student

Academic Period 2021 Fall Semester

Computer Science Major (B.S.)

Saved Schedule

Schedule Name

Turn on the new tables view

Course	Grading Basis	Credits	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
AADM 143 - Boston Arts in Action	Graded	4	AADM 143-01 - Boston Arts in Action	Open	Lecture	Heather Hole	09/01/2021	12/19/2021	T/F 3:00 PM - 4:20 PM

Start Registration View Schedule Add Course Edit Remove

4

5. Review the courses and choose Register at the bottom of the screen.

Simmons UNIVERSITY

Register from Saved Schedule

Academic Period 2021 Fall Semester

Add Course

AADM 143 - Boston Arts in Action
4 Credits

Course Listing AADM 143 - Boston Arts in Action

Description Go behind the scenes of Boston's art world, and learn about the structure of cultural organizations around the globe. Emphasizes firsthand experience of Boston's visual and performing arts institutions through site visits, concerts, and guest lectures. Examines theory and best practices in non-profits, including audience outreach, education, curation, and fundraising.

Eligible

Lecture

1 Item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available
<input checked="" type="checkbox"/>	AADM 143-01 - Boston Arts in Action	<input checked="" type="checkbox"/>	Open	09/01/2021	12/19/2021	T/F 3:00 PM - 4:20 PM	Heather Hole	15	7

Grading Basis * Graded

Credits 4

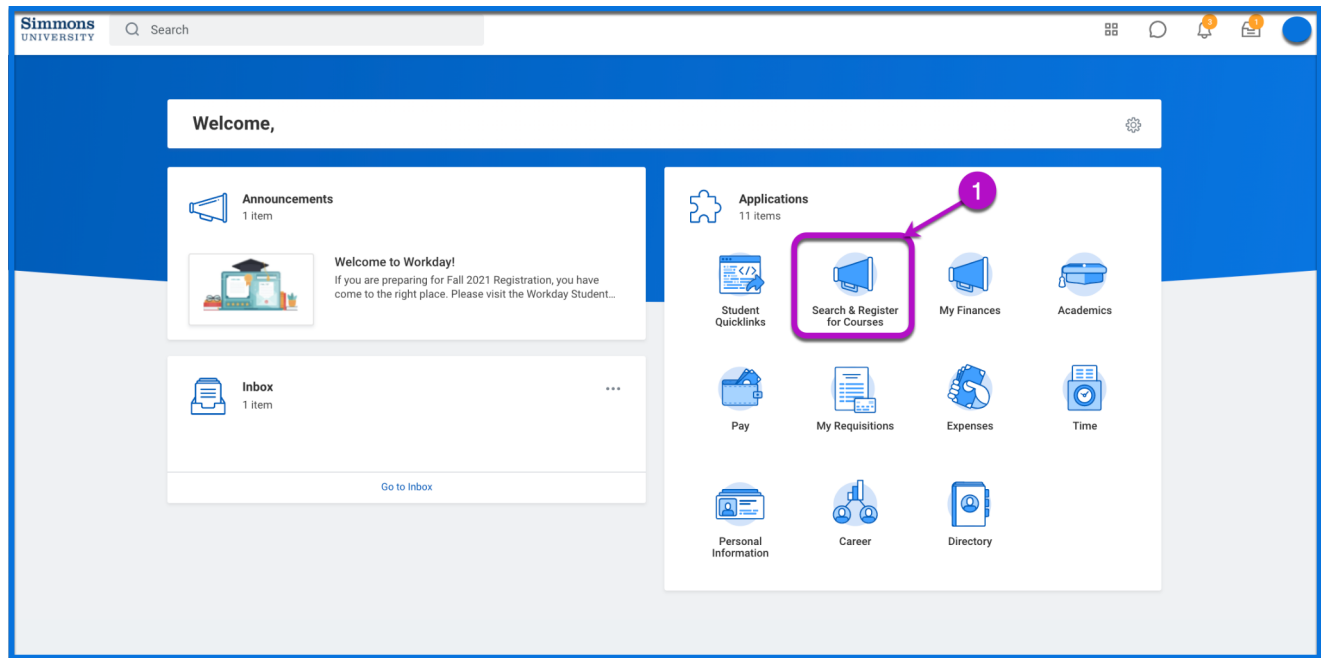
Credit Type Credits

Register Cancel

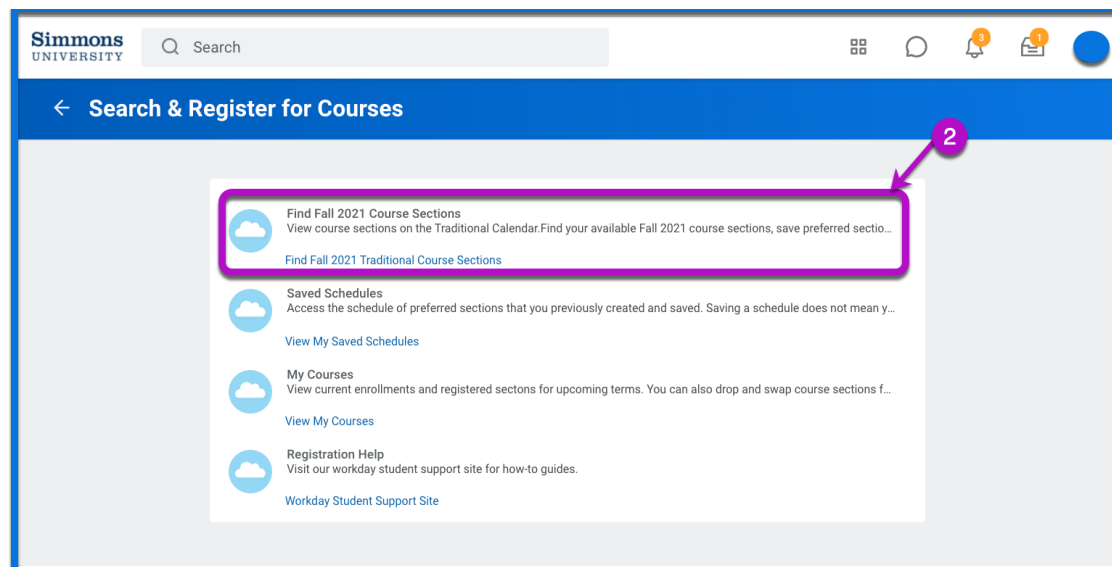
5

Register from Course List

1. Go to workday.simmons.edu and log in using your Simmons email and password. Select the **Search & Register for Courses** worklet on your landing page.



2. Select **Find Fall 2021 Traditional Course Sections**.



3. Select the desired Course Level.

Simmons UNIVERSITY

find fall 2021

Find Fall 2021 Traditional Course Sections

Instructions Search and register for undergraduate and graduate courses on the traditional calendars.
Does not display courses for the fully-online programs (CompleteDegree Undergraduate or @Simmons Online Graduate programs).
Ahead of registration, you are able to add courses to a "saved schedule." Once your registration appointment is open, you can either register from a saved schedule, or search and register for courses directly.

Course Level

- Graduate
- Undergraduate

OK Cancel

4. Select the course you want to register for and choose Register on the following page.

Simmons UNIVERSITY

Find Fall 2021 Traditional Course Sections

search

> Saved Searches

Current Search Save

Clear All

Subject

- Biology (66)
- Nursing (47)
- Chemistry (47)
- Communications (34)
- Simmons Course (33)
- More

Section Status

- Open (423)
- Waitlist (105)

555 Results

AADM 143-01 - Boston Arts in Action
Boston Arts in Action | Open | Heather Hole
Section Details T/F | 3:00 PM - 4:20 PM

ACCT 110-01 - Financial Accounting
Financial Accounting | Open | CR: Completed MATH-101, MATH-102, or Math Competency Exam
Section Details M/Th | 4:30 PM - 5:50 PM

ACCT 120-LC - Managerial Accounting
Managerial Accounting | Closed
Section Details T | 6:00 PM - 7:50 PM

ACCT 200-01 - Intermediate Accounting I
Intermediate Accounting I | Open | Ray Pfeiffer | CR: Completed or Enrolled in ACCT-110 or MGMT-110
Section Details T/Th | 11:00 AM - 12:20 PM

ACCT 205-01 - Cost Accounting
Cost Accounting | Open | CR: Completed ACCT-110 or MGMT-110
Section Details T/Th | 9:30 AM - 10:50 AM

Simmons UNIVERSITY

View Course Section ACCT 110-01 - Financial Accounting ⋮

Course	ACCT 110 - Financial Accounting	Instructional Formats	Lecture
Academic Period	2021 Fall Semester	Delivery Mode	In-Person
Status	Open	Enrolled/Capacity	10/25
Start/End Date	09/01/2021 - 12/19/2021	Meeting Patterns	M/Th 4:30 PM - 5:50 PM
Grading Basis	Graded	Notes	
Credits	4 Credits		
Description	Develops the ability to read, understand, analyze and interpret a company's financial statements. Also develops decision-making skills based on accounting information that may vary according to perspective, such as investor, creditor or manager. A required concurrent lab offers training and reinforcement in the use of Excel spreadsheets.		
Eligibility	Student has satisfied any of the following: [Institution has received a(n) PROF:Math Proficiency test result with a Math Proficiency score greater than or equal to 1.] [Student has completed any of the following course(s): MATH 101 - Intro to Mathematics: Level I, MATH 102 - Intro Math Level II]		

Add to Schedule Register 4

5. Pick the section and the Grading Basis and choose Register.

Simmons UNIVERSITY

Register for Course Section

Academic Period 2021 Fall Semester

+ Add Course Viewing: [Grid]

ACCT 110 - Financial Accounting
4 Credits

Course Listing ACCT 110 - Financial Accounting

Description Develops the ability to read, understand, analyze and interpret a company's financial statements. Also develops decision-making skills based on accounting information that may vary according to perspective, such as investor, creditor or manager. A required concurrent lab offers training and reinforcement in the use of Excel spreadsheets.

Eligible

Lecture

1 Item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ACCT 110-01 - Financial Accounting	<input checked="" type="checkbox"/>	Open	09/01/2021	12/19/2021	M/Th 4:30 PM - 5:50 PM		25	15	25

Grading Basis Graded

Credits 4

Credit Type Credits

Register Cancel W

5

6. In some cases, you may need to Troubleshoot the Registration. Choose Troubleshoot.

The screenshot shows the Simmons University course page for AADM 143-01 - Boston Arts in Action. The page is divided into several sections:

- Course Information:**
 - Course: AADM 143 - Boston Arts in Action
 - Academic Period: 2021 Fall Semester
 - Status: Open
 - Start/End Date: 09/01/2021 - 12/19/2021
 - Grading Basis: Graded
 - Credits: 4 Credits
 - Description: Go behind the scenes of Boston's art world, and learn about the structure of cultural organizations around the globe. Emphasizes first-hand experience of Boston's visual and performing arts institutions through site visits, concerts, and guest lectures. Examines theory and best practices in non-profits, including audience outreach, education, curation, and fundraising.
- Instructional Formats:**
 - Instructional Formats: Lecture
 - Delivery Mode: In-Person
 - Enrolled/Capacity: 8/15
 - Meeting Patterns: T/F | 3:00 PM - 4:20 PM
- Instructor:**
 - Instructor: Heather Hole
 - Notes

At the bottom of the page, there are two buttons: "Add to Schedule" (orange) and "Troubleshoot" (grey). The "Troubleshoot" button is highlighted with a red circle and a red arrow pointing to it, with the number "6" in a red circle next to the arrow.

7. The next page will tell you if you have any unfulfilled prerequisites/other requirements that are preventing you from registering for the course. Review the courses and choose Register at the bottom of the screen.