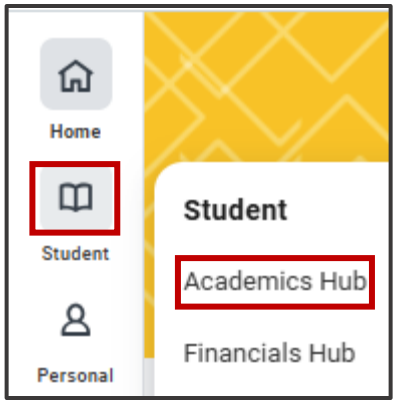
Preparing for Registration

This quick reference guide (QRG) provides instructions on finding the information you need to review before registering for courses in Workday. Conveniently, all the items you need are in one place: your Academics Hub! To access your Academics Hub, complete the steps below.

ACCESS YOUR ACADEMICS HUB

From the Workday Home page:

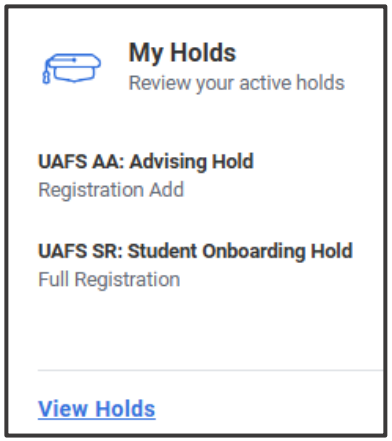
1. Hover over the **Student** tab on the lefthand menu.
2. Select **Academics Hub** from the list. The Academics Overview page will display. On this page, you will need to review the following three items: My Holds, Important Contacts, and Registration Appointments.



Note: Your Academics Hub might also be available on the Home Page under **Your Top Apps**.

MY HOLDS

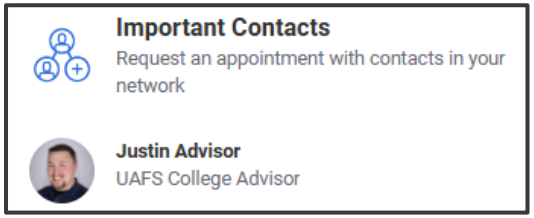
My Holds displays any holds on your account. In this example, the student has an Advising Hold and an Onboarding hold.



Note: Clicking **View Holds** will display more information about each hold, including instructions on what to do to resolve the hold.

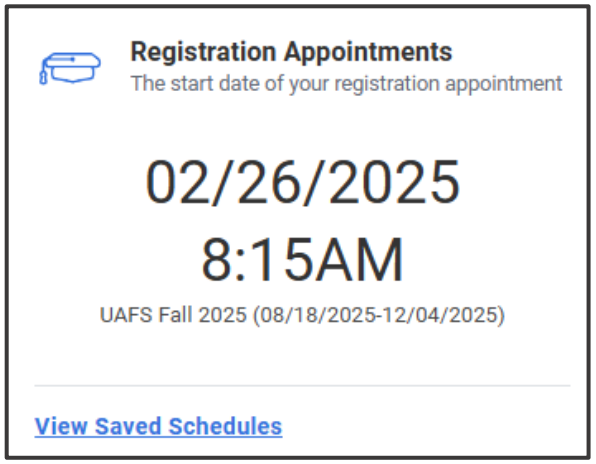
IMPORTANT CONTACTS

Important Contacts displays faculty and/or staff members assigned to assist you with various tasks. In this example, the student's College Advisor is shown.



REGISTRATION APPOINTMENTS

Registration Appointments in Workday are not meetings with your academic advisor, but the time you can start registering for classes. Please follow your advisor's instructions to schedule an appointment with your advisor. In the example below, the student would be able to register for Fall 2025 classes starting at 8:15 AM on February 26th.



Note: If you need assistance registering for classes or have questions about your student profile, you should contact your advisor for support.