View and Print My Class Schedule

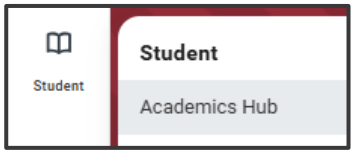
This quick reference guide (QRG) provides instructions on how to view and print your class schedule in Workday. If you have not yet registered for classes, additional information on preparing for registration and creating an academic plan can be found at the links provided.

To view your class schedule, complete the following steps.

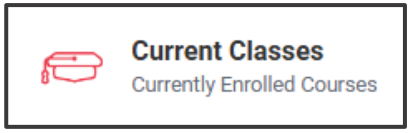
VIEW MY CLASS SCHEDULE (QUICK VIEW)

From the Workday Home page:

1. Hover over **Student** on the lefthand menu.
2. Select **Academics Hub** from the dropdown list.



3. Your **Currently Enrolled Courses** will be displayed in the Current Classes section.

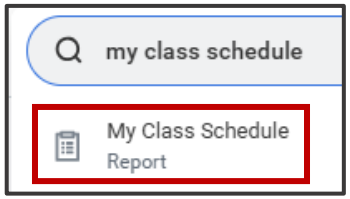


4. Click **View Details** to access more information including the delivery mode, meeting patterns, and more.

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.



2. Select the **Academic Period** or **Periods** you would like to print. It is easiest to type your institution's acronym, followed by the academic period, and year. For example, UAF Summer 2026 or UALR Fall 2026.

Note: It is recommended that you select all Academic Periods for the term you are printing, such as UACCB's Fall, Fall I, and Fall II 2026 terms. To select all Academic Periods at once, press and hold the **Ctrl** and **A** keys on your keyboard, then click any option in the list.

3. Click **OK**.
4. Click **PDF** in the top right corner of the page.

5. Click the **Download** button.

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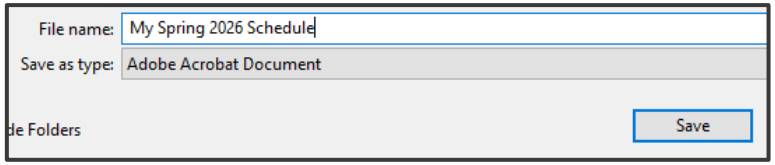
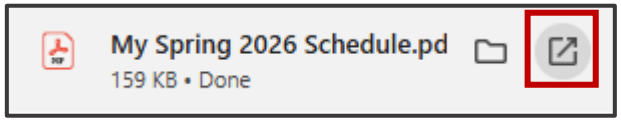
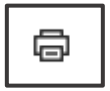
6. Optional – Rename your File. We recommend renaming the file My Academic Period and Year Schedule. For example, My Spring 2026 Schedule.
7. Click the **Save** button.



8. Open the PDF from your downloads.



9. Click **Print this file**.



9. Click **Print**.