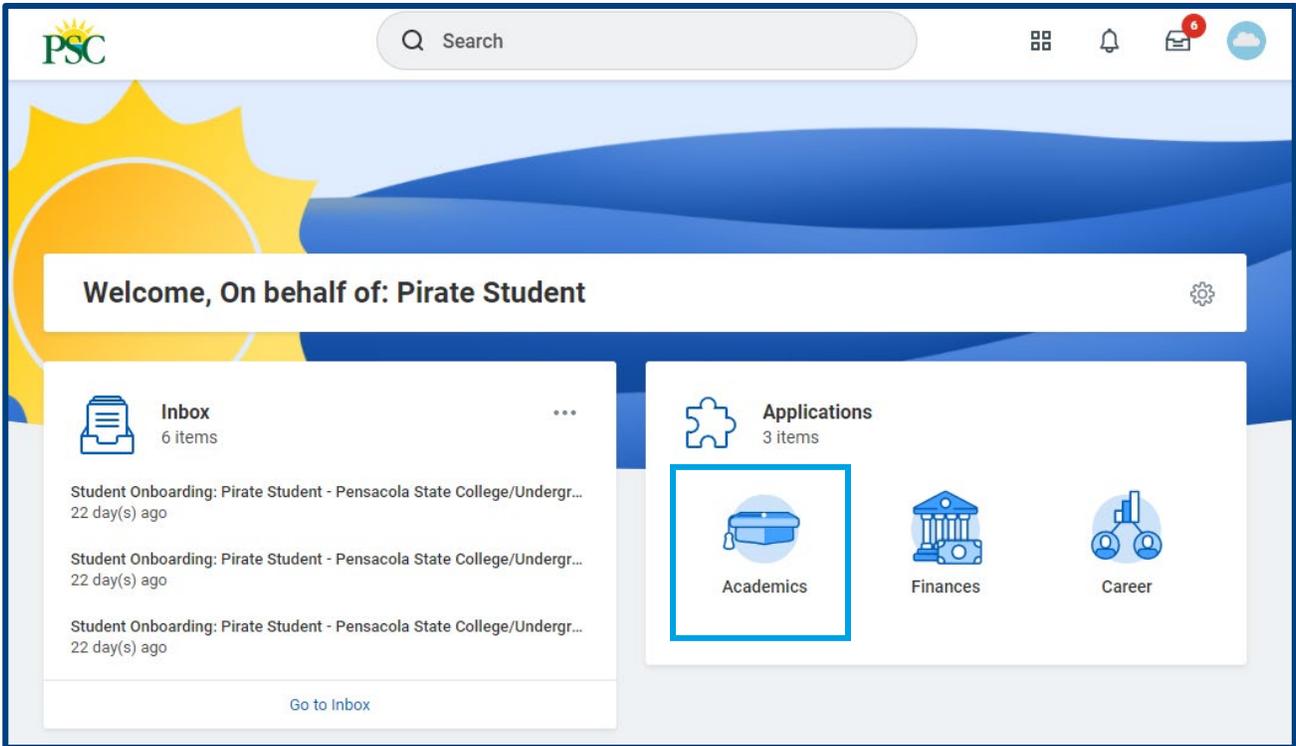


STUDENT

Registration

1. From the Workday dashboard, open the *Academics* app.



2. Under *Planning & Registration* click on *Find Course Sections*.

The screenshot shows the Workday Academics interface for Pensacola State College. At the top, there is a search bar and navigation icons. The main header is 'Academics'. Below this, there are two informational cards: 'How to Register for Fall 2022' and 'Need Help?'. The main content area is divided into three columns. The left column, 'Registration Requirements', shows '0 Actions To Do', '0 Holds', and '0 Actions Completed'. The middle column, 'Important Contacts Support Network', contains a table with contact information for a Student Advisor. The right column is a navigation menu with categories: 'Academic Advising', 'Planning & Registration', 'Academic Records', 'eLearning', 'Requests', and 'General Help'. The 'Planning & Registration' category is highlighted with a blue box, and a yellow arrow points to the 'Find Course Sections' link within it. At the bottom, there is a Workday logo and a system status message regarding a service update on July 1, 2022.

Registration Requirements

- 0 Actions To Do
- 0 Holds
- 0 Actions Completed

Important Contacts Support Network

Role	Student Cohorts	Photo	Person	Public Work Email
Student Advisor	Pirate Advising		PSC Advisor	bbaquibai@pensacolastat.edu

Academic Advising

- View My Academic Plan
- View My Academic Progress
- Create Schedule from Plan
- More (2)

Planning & Registration

- Find Course Sections
- View My Courses
- Find Courses
- More (2)

Academic Records

- View My Grades
- View My Holds
- View My Academic Record
- Apply for Program Completion

eLearning

- Canvas eLearning

Requests

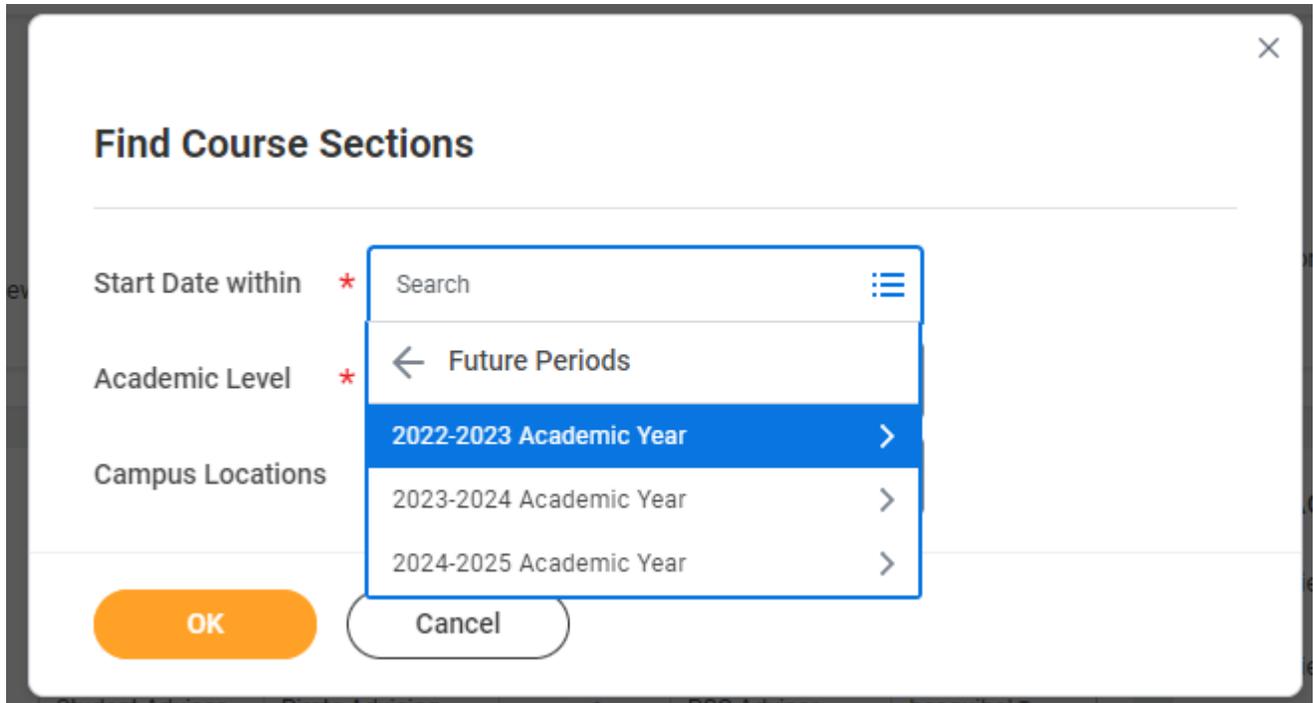
- View My Requests
- Request Official Transcripts and Enrollment Verification

General Help

- Workday Student Help
- Workday Student Help Contact
- Workday Student Instructional Videos

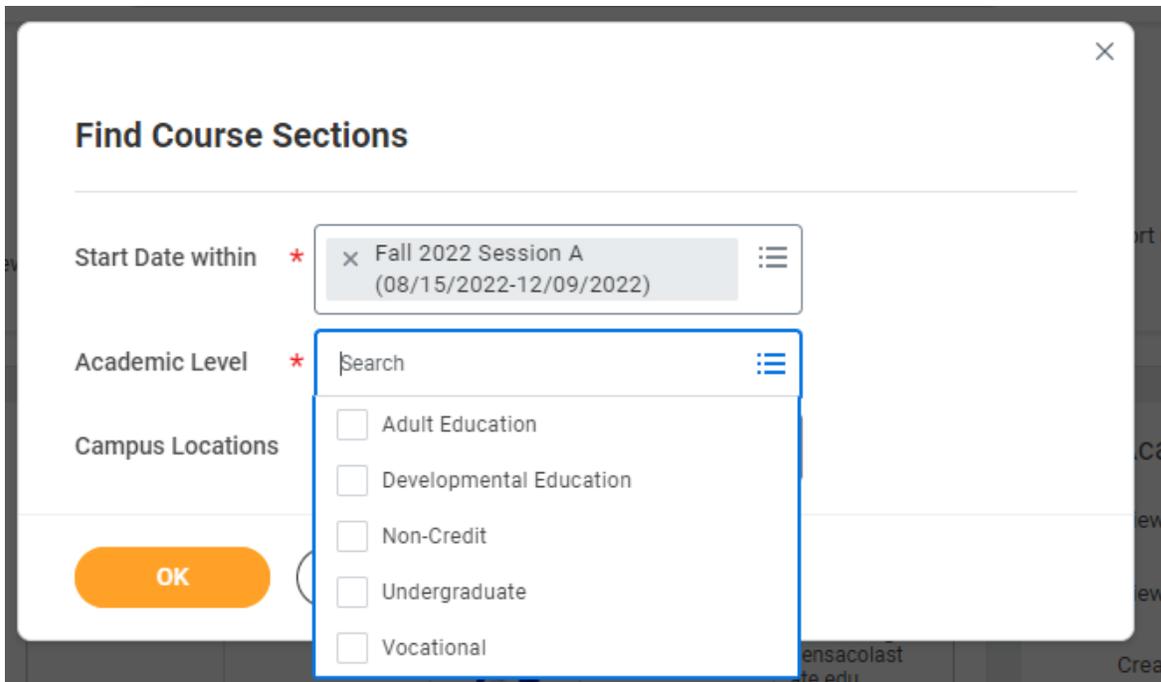
© 2022 Workday, Inc. All rights reserved. - Pensacola State College Workday
System Status: Your Sandbox tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update, starting on Friday, July 1, 2022 at 6:00 PM Pacific Time (Los Angeles) (GMT-7) until Saturday, July 2, 2022 at 6:00 AM Pacific Time (Los Angeles) (GMT-7). Sandbox Refresh Exemptions must be requested by 10:00 AM Pacific Time (Los Angeles) (GMT-7) on the day of the scheduled Weekly Service Update. Sandbox tenants which were exempt from refresh will be available by the end of the Service Update on Saturday. Sandbox tenants are refreshed from a copy of Production taken at 6:00 PM Pacific Time (Los Angeles) (GMT-7) on Friday.

3. In the pop-up box, select the *Start Date within* (Academic Period).



4. Select the *Academic Level*:

- Adult Education: Adult Basic Education, English as a Second Language, and GED Preparation courses.
- Developmental Education: College preparatory courses.
- Undergraduate: College credit courses—courses offered in all Baccalaureate degree programs, the Associate in Arts degree, all Associate in Science degree programs, Applied Technology Diplomas, Advanced Technical Certificates, and College Credit Certificates.
- Vocational: Clock-hour courses—courses offered in Vocational Certificate programs.



5. *Campus Location* is optional and will limit your search results.

The image shows a 'Find Course Sections' dialog box with the following elements:

- Start Date within ***: A dropdown menu showing 'Fall 2022 Session A (08/15/2022-12/09/2022)' with a close icon and a menu icon.
- Academic Level ***: A dropdown menu showing 'Undergraduate' with a close icon and a menu icon.
- Campus Locations**: A search field with a menu icon and a list of checkboxes for various locations:
 - Century Center
 - Community-Based Organization Buildings
 - Distance Learning
 - Downtown Center
 - High School Buildings
 - Live Online Campus
 - Milton Campus
 - Off Campus
 - Online (inactive)
 - Pensacola Campus
 - South Santa Rosa Center
 - Warrington Campus
- OK**: An orange button at the bottom left.

6. Click **OK**.

Find Course Sections

Start Date within * x Fall 2022 Session A (08/15/2022-12/09/2022)

Academic Level * x Undergraduate

Campus Locations x Pensacola Campus ...

OK Cancel

7. Find Courses. You can type subject in the search bar or use filters on the right-side.
Note: Course ID has changed. Example: ENC 1101-C2001 – English Composition I.

COURSE CODES HAVE A NEW LOOK

Workday distinguishes between courses and course sections or the **who, when, and where** details of a course.

For example, look at ENC 1101 or English Composition I and its **course sections** scheduled for an upcoming term.

Course abbreviations let you know the subject.

Assigned section number for instructor and meeting pattern.

ENC 1101 - C2001

This course's title is English Composition I.

Course location code. Ex. C = Century Campus

Meeting Pattern | Section Details: Room 0461 | M_W | 7:30 a.m.-9:30 p.m.

Room & Building Number
Room 0461, Building 4

Day(s) & Time

PSC



Search



Find Course Sections

Start Date within Fall 2022 Session A (08/15/2022-12/09/2022)

Campus Locations Pensacola Campus

Academic Level Undergraduate

search

Search

> Saved Searches

Current Search

Save

Clear All

Subject

- Biological Sciences (45)
- English Composition (36)
- Chemistry (27)
- Mathematics - Calculus and ... (26)
- Art (22)

Section Status

- Open (497)
- Waitlist (2)
- Closed (2)

Campus Locations

- Pensacola Campus (501)

Locations

Course Definition

Course Tags

Instructional Format

Delivery Mode

Instructors

Meeting Days

Meeting Patterns

Academic Periods

Flexible Dates

501 Results

Expand All

ACG 2001-P1000 - Accounting I

Accounting I | Open | Susan Robbins
Section Details Room 1056 | T_Th | 9:30 AM - 10:45 AM

ACG 2001-P1001 - Accounting I

Accounting I | Open | Susan Robbins
Section Details Room 1057 | M_W | 9:30 AM - 10:45 AM

ACG 2011-P1003 - Accounting II

Accounting II | Open | Jeanne Branch
Section Details Room 1050 | T_Th | 9:30 AM - 10:45 AM

ACG 2021-P1004 - Financial Accounting Principles

Financial Accounting Principles | Open | Michelle Haggard
Section Details Room 1001 | T_Th | 9:30 AM - 10:45 AM

ACG 2021-P1005 - Financial Accounting Principles

Financial Accounting Principles | Open | Wayne Haynes
Section Details Room 1001 | T_Th | 11:00 AM - 12:15 PM

ACG 2021-P1006 - Financial Accounting Principles

Financial Accounting Principles | Open | Wayne Haynes
Section Details Room 1001 | M_W | 9:30 AM - 10:45 AM

ACG 2071-P1007 - Introduction to Managerial Accounting

Introduction to Managerial Accounting | Open | Wayne Haynes
Section Details Room 1055 | M_W | 11:00 AM - 12:15 PM

ACG 3024-P4500 - Accounting for Non-Financial Majors

Accounting for Non-Financial Majors | Open
Section Details Room 1015 | Th | 6:00 PM - 8:40 PM

AMH 2010-P1314 - American History to 1877

American History to 1877 | Open | Andy Barbero
Section Details Room 1463 | M_W | 11:00 AM - 12:15 PM

AMH 2020-P1283 - American History from 1877

American History from 1877 | Open | Brian Rucker
Section Details Room 1446 | T_Th | 8:00 AM - 9:30 AM

AMH 2020-P1298 - American History from 1877

American History from 1877 | Open | Andy Barbero
Section Details Room 1446 | M_W | 9:30 AM - 10:45 AM

AMH 2020-P1315 - American History from 1877

American History from 1877 | Open
Section Details Room 1446 | T_Th | 11:00 AM - 12:15 PM

AMH 2020-P1335 - American History from 1877

American History from 1877 | Open
Section Details Room 1446 | M_W | 12:30 PM - 1:45 PM

8. Click the blue name of the Course/Section.

Find Course Sections  

Start Date within **Fall 2022 Session A (08/15/2022-12/09/2022)** Campus Locations  **Pensacola Campus**

Academic Level **Undergraduate**

> **Saved Searches**

Current Search

Subject

- American History (6)
- European History (2)
- Graphic Arts (1)
- Art History (1)

Section Status

- Open (10)

Campus Locations

- Pensacola Campus (10)

> **Locations**

> **Course Definition**

> **Course Tags**

> **Instructional Format**

> **Delivery Mode**

> **Instructors**

> **Meeting Days**

> **Meeting Patterns**

> **Academic Periods**

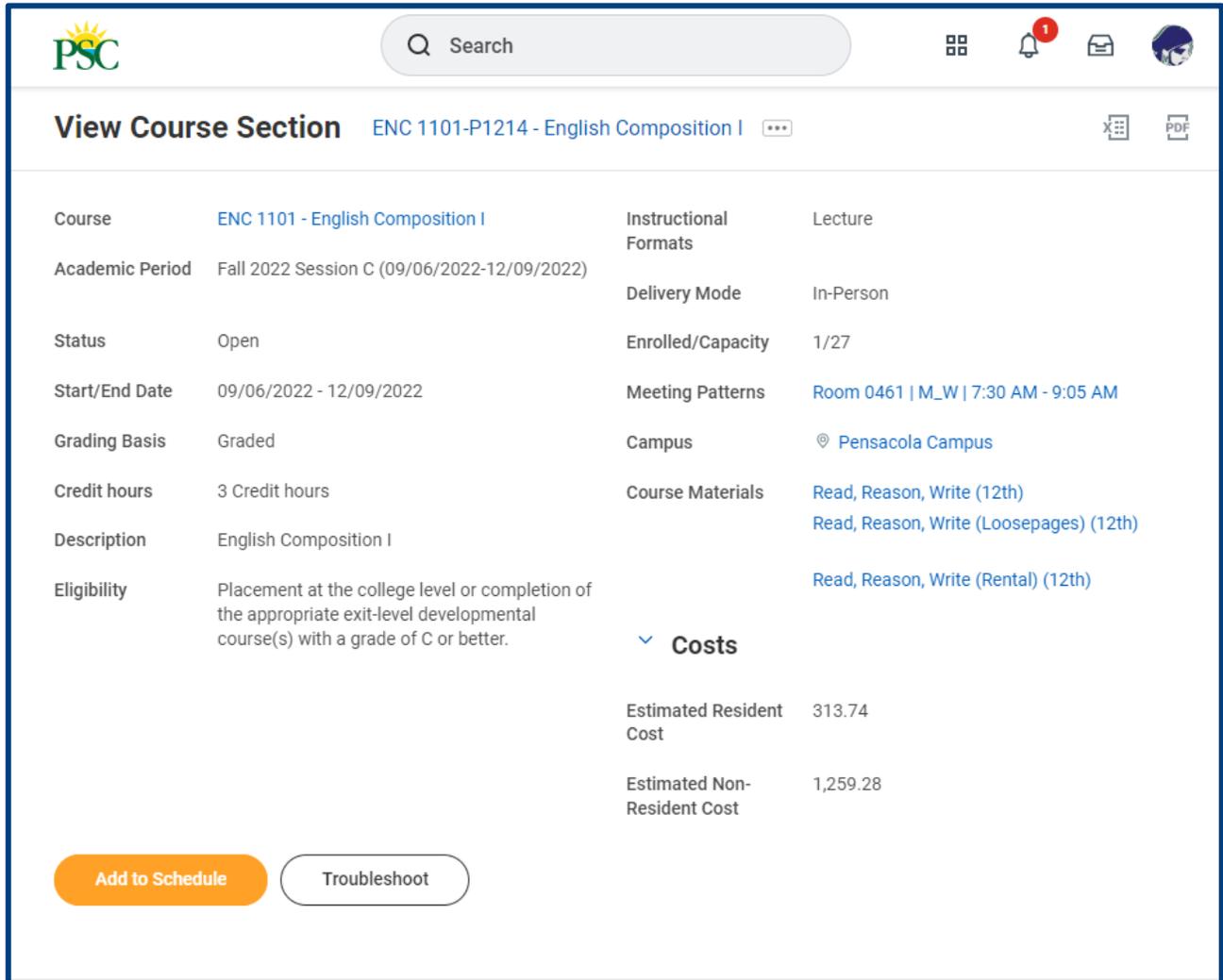
> **Flexible Dates**

10 Results Expand All 

AMH 2010-P1314 - American History to 1877 American History to 1877 Open Andy Barbero Section Details Room 1463 M_W 11:00 AM - 12:15 PM		
AMH 2020-P1283 - American History from 1877 American History from 1877 Open Brian Rucker Section Details Room 1446 T_Th 8:00 AM - 9:30 AM		
AMH 2020-P1298 - American History from 1877 American History from 1877 Open Andy Barbero Section Details Room 1446 M_W 9:30 AM - 10:45 AM		
AMH 2020-P1315 - American History from 1877 American History from 1877 Open Section Details Room 1446 T_Th 11:00 AM - 12:15 PM		
AMH 2020-P1335 - American History from 1877 American History from 1877 Open Section Details Room 1446 M_W 12:30 PM - 1:45 PM		
AMH 2091-P1316 - African American History and Culture African American History and Culture Open Andy Barbero Section Details Room 1442 T_Th 11:00 AM - 12:15 PM		
ARH 1050-P1461 - Art History I Art History I Open Julie McGrath Section Details Room 1590 T_Th 9:30 AM - 10:45 AM		
EUH 1000-P1321 - European History to 1700 European History to 1700 Open Brian Rucker Section Details Room 1441 T_Th 11:00 AM - 12:15 PM		
EUH 1001-P1338 - European History from 1700 European History from 1700 Open Andy Barbero Section Details Room 1444 T_Th 12:30 PM - 1:45 PM		
GRA 1109-P1479 - History of Graphic Design History of Graphic Design Open Section Details Room 1590 T_Th 12:30 PM - 1:45 PM		

9. On the View Course Section screen, course section information will be displayed with two of three options;
- Add to Schedule
 - Troubleshoot
 - Register

Note: If you see the Troubleshoot button instead of the Register button, you may not be eligible to enroll in the course. This is most likely because you don't meet the pre-requisite(s), or it is not an open enrollment period.



PSC Search

View Course Section ENC 1101-P1214 - English Composition I

Course	ENC 1101 - English Composition I	Instructional Formats	Lecture
Academic Period	Fall 2022 Session C (09/06/2022-12/09/2022)	Delivery Mode	In-Person
Status	Open	Enrolled/Capacity	1/27
Start/End Date	09/06/2022 - 12/09/2022	Meeting Patterns	Room 0461 M_W 7:30 AM - 9:05 AM
Grading Basis	Graded	Campus	Pensacola Campus
Credit hours	3 Credit hours	Course Materials	Read, Reason, Write (12th) Read, Reason, Write (Loosepages) (12th) Read, Reason, Write (Rental) (12th)
Description	English Composition I		
Eligibility	Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.		
		Costs	
		Estimated Resident Cost	313.74
		Estimated Non-Resident Cost	1,259.28

Add to Schedule **Troubleshoot**

If your account has no holds, prerequisites have been met and it is an open enrollment period, the Register button will appear.

Click the **Register** button.

The screenshot shows a web interface for viewing a course section. At the top left is the PSC logo. A search bar is located at the top center. On the top right, there are icons for a grid, a notification bell with a red '1', an envelope, and a user profile. Below the navigation bar, the page title is 'View Course Section ENC 1101-P1214 - English Composition I'. The main content area is divided into two columns of information. The left column lists details such as Course, Academic Period, Status, Start/End Date, Grading Basis, Credit hours, Description, and Eligibility. The right column lists details such as Instructional Formats, Delivery Mode, Enrolled/Capacity, Meeting Patterns, Campus, Course Materials, and Costs. At the bottom left, there are two buttons: 'Add to Schedule' (orange) and 'Register' (black with white text). The 'Register' button is highlighted with a blue rectangular box, and a yellow arrow points upwards from below the page towards the 'Register' button.

Course	ENC 1101 - English Composition I	Instructional Formats	Lecture
Academic Period	Fall 2022 Session C (09/06/2022-12/09/2022)	Delivery Mode	In-Person
Status	Open	Enrolled/Capacity	1/27
Start/End Date	09/06/2022 - 12/09/2022	Meeting Patterns	Room 0461 M_W 7:30 AM - 9:05 AM
Grading Basis	Graded	Campus	Pensacola Campus
Credit hours	3 Credit hours	Course Materials	Read, Reason, Write (12th) Read, Reason, Write (Loosepages) (12th) Read, Reason, Write (Rental) (12th)
Description	English Composition I		
Eligibility	Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.		
		Costs	
		Estimated Resident Cost	313.74
		Estimated Non-Resident Cost	1,259.28

[Add to Schedule](#) [Register](#)

10. On the *Register for Course Section* page, the course will appear on the left and the section will appear in the *Lecture* table in the center of the screen. Confirm the *Section* and *Course* are correct. The Lecture table also allows you to see the course information including: *Start Date*, *End Date*, *Delivery Mode*, *Meeting Patterns*, *Instructor*, *Section Capacity*, *Seats Available* and *Wait List Capacity*.

Register for Course Section

Academic Period: Fall 2022 Session A (08/15/2022-12/09/2022)

Course Listing: TPP 1110 - Acting I

Description: A practical study of beginning acting. Basic skills will be practiced in pantomime, improvisations, and selected scenes. Participation in current Pensacola State College production is encouraged, as well as studying other actors in performance in area theaters: Pensacola Little Theatre, University of West Florida, and local secondary schools.

Eligible:

Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	TPP 1110-P1516 - Acting I	<input checked="" type="checkbox"/>	Open	08/15/2022	12/09/2022	In-Person	M,W 12:30 PM - 1:45 PM Room 0851	Rodney Whatley	25	22	15

Register

11. The Register for Course Section screen shows the course you have successfully registered for.

- Click *View Registered Courses* to view your schedule (see image below).
- Click *View Student Account* to see your Financials.

View My Courses

B.A.S. Degree - Business and Management with Concentration in Human Resource Management (B.A.S./A.A.)

Fall 2022 Session A (08/15/2022-12/09/2022)

My Enrolled Courses 5 items

	Course Listing	Credit hours	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
Q	MAN 4330 - Compensation Management	3	Graded	MAN 4330-D9828 - Compensation Management	Lecture	Online	Distance Learning	Registered		08/15/2022	10/10/2022	<input type="button" value="Drop"/> <input type="button" value="Swap"/>
Q	MAN 4335 - Employee Benefit Planning	3	Graded	MAN 4335-D9829 - Employee Benefit Planning	Lecture	Online	Distance Learning	Registered		10/11/2022	12/09/2022	<input type="button" value="Drop"/> <input type="button" value="Swap"/>
Q	MAN 4402 - Employment Law and Regulations	3	Graded	MAN 4402-D9830 - Employment Law and Regulations	Lecture	Online	Distance Learning	Registered		10/11/2022	12/09/2022	<input type="button" value="Drop"/> <input type="button" value="Swap"/>
Q	MAN 4720 - Strategic Management	3	Graded	MAN 4720-P4507 - Strategic Management	Lecture	Hybrid	M 6:00 PM - 8:40 PM Room 1023	Registered	Michael Payne	08/15/2022	10/10/2022	<input type="button" value="Drop"/> <input type="button" value="Swap"/>
Q	AMH 2010 - American History to 1877	3	Graded	AMH 2010-P1314 - American History to 1877	Lecture	In-Person	M,W 11:00 AM - 12:15 PM Room 1463	Registered	Andy Barbero	08/15/2022	12/09/2022	<input type="button" value="Drop"/> <input type="button" value="Swap"/>

12. To add more courses, return to the Workday Dashboard by clicking the PSC logo and repeating steps 1-11.



PSC Get the Workday Mobile App Your Organization ID: pensacolastate

View My Courses

B.A.S. Degree - Business and Management with Concentration in Human Resource Management (B.A.S./A.A.)
Fall 2022 Session A (08/15/2022-12/09/2022)

[View Schedule](#)

Turn off the new tables view

My Enrolled Courses 5 items

Enrolled Sections												
	Course Listing	Credit hours	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
Q	MAN 4330 - Compensation Management	3	Graded	MAN 4330-D9828 - Compensation Management	Lecture	Online	Distance Learning	Registered		08/15/2022	10/10/2022	Drop Swap
Q	MAN 4335 - Employee Benefit Planning	3	Graded	MAN 4335-D9829 - Employee Benefit Planning	Lecture	Online	Distance Learning	Registered		10/11/2022	12/09/2022	Drop Swap
Q	MAN 4402 - Employment Law and Regulations	3	Graded	MAN 4402-D9830 - Employment Law and Regulations	Lecture	Online	Distance Learning	Registered		10/11/2022	12/09/2022	Drop Swap
Q	MAN 4720 - Strategic Management	3	Graded	MAN 4720-P4507 - Strategic Management	Lecture	Hybrid	M 6:00 PM - 8:40 PM Room 1023	Registered	Michael Payne	08/15/2022	10/10/2022	Drop Swap
Q	AMH 2010 - American History to 1877	3	Graded	AMH 2010-P1314 - American History to 1877	Lecture	In-Person	M,W 11:00 AM - 12:15 PM Room 1463	Registered	Andy Barbero	08/15/2022	12/09/2022	Drop Swap