



Check Holds before Registration

1. Click “Academics” tab on left drop down menu.
2. “My Holds” will display in the middle of the screen.

The screenshot shows the 'Academics' tab selected in the student portal. The 'My Holds' section is highlighted, showing two holds:

| Hold Details | Hold Reason | Description | Resolution Instructions |
|--|-------------|---|--|
| Immunization Hold | | A hold has been placed on your student account that prevents you from registering for classes. Students need to submit documentation regarding current immunizations. | Resolution Instructions: Submit required immunization documentation to the Office of Student Affairs (University Center 248) via email to hsa@unco.edu or via fax to 504-280-3975. More information about the required immunizations can be found at https://www.unco.edu/campus-health/immunization-information |
| Financial Responsibility Document Hold | | Student is required to review and acknowledge the Financial Responsibility Documents. | Review and acknowledge the Financial Responsibility Documents as part of the Student Onboarding event |

The 'Upcoming Registration Appointments' section shows a table for 'Urban Studies [MS] Masters (MS)' with columns for Start Date within, Start Time, End Time, and Time Zone. The 'Academic Progress' section shows a Cumulative GPA of 0.000. The 'Current Schedule' section is also visible.

3. If there are holds, click the “Inbox” in upper right corner and complete tasks blocking registration
4. If there are no holds, proceed with registration by finding course sections.



Find Course Sections and Register

1. Type in the Workday Search bar, “Find Course Sections” and then, click the **report link** to find course sections currently offered. Or, click on “Find Course Sections” on the right side of your “Academics” menu under “Registration.”
2. The Institution should say University of New Orleans. For “Start Date within” type the term you want to register for, for example, Fall 2024. Under Academic Level select the level of the courses you want to see, Dual Enrollment, Undergraduate, Graduate, or Non Credit.

Find Course Sections



Institution *

Start Date within *

Academic Level *

Campus Locations

3. Click **OK** to view an unfiltered list of course sections, or fill in any of the fields to filter the report:
 - a. Subject (e.g. English, Mathematics, Music, etc.)
 - b. Section Status (e.g. Open, Closed, Waitlisted, etc.)
 - c. Course Tags (e.g. Gen Ed Social Sciences, Gen Ed Humanities, etc.)
 - d. Instructional Format (e.g. Lecture, Lab, Independent Study, etc.)
 - e. Delivery Mode (e.g. In-Person, Online, Hybrid, etc.)
 - f. Meeting Days (e.g. MWF, TuThu, etc.)
 - g. Meeting Patterns (e.g. MWF 9:00-9:50, TuThu 11:00-12:15, etc.)
4. Once you have filtered to review the subject or courses you desire, click on the title of the course in Blue to open more information about the course.

[ECON 1330-P001 - Financial Literacy](#)
Financial Literacy | Open | Kevin H Schiffman
Section Details [University of New Orleans | Monday/Wednesday/Friday | 8:00 AM - 8:50 AM](#)

5. If you wish to save the course while you look for others, click “Add to Saved Schedule.” If you are ready to register for your course, click “Register.” If “Register” does not appear (and “Troubleshoot” appear), see directions below.

View Course Section ECON 1330-P001 - Financial Literacy

| | | | |
|-----------------|--------------------------------|-----------------------|---|
| Course | ECON 1330 - Financial Literacy | Instructional Formats | Lecture |
| Academic Period | 2024 Fall | Course Tags | Core (Gen Ed) Course : Gen Ed Social Science |
| Status | Open | Delivery Mode | In-Person |
| Start/End Date | 08/19/2024 - 12/12/2024 | Enrolled/Capacity | 8/80 |
| Grading Basis | Audit Graded | Meeting Patterns | University of New Orleans Monday/Wednesday/Friday 8:00 AM - 8:50 AM |
| Units | 3 Semester Units | Campus | University of New Orleans |

Primary Instructor
Kevin H Schiffman

6. You can elect to register for the course immediately or add the course to your saved schedule so you can continue searching for other courses.

To register, Click the yellow “Register” button, or if you want to search for a different course, select “Cancel.” Other available sections of the course will also show here so if you want to enroll in a different section, simply hit the select box to make sure the one you want is checked.

Register for Course Section

Academic Period 2024 Fall

⊕ Add Course

ECON 1330 - Financial Literacy
3 Semester Units

Course Listing ECON 1330 - Financial Literacy

Description (Not open to students enrolled in the College of Business Administration who have completed 60 semester hours or more of university credit.) Survey course that covers basic issues of Financial Literacy: financial planning, financial statements and budgeting, insurance, taxes, cash management, consumer durables and housing, saving and investing.

Eligible

Lecture

2 items

| 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"/> | ECON 1330-P001 - Financial Literacy | <input checked="" type="checkbox"/> | Open | 08/19/2024 | 12/12/2024 | In-Person | Monday/Wednesday/Friday 8:00 AM - 8:50 AM University of New Orleans | Kevin H Schiffman | 80 | 72 | 10 |
| <input type="checkbox"/> | ECON 1330-P002 - Financial Literacy | <input checked="" type="checkbox"/> | Open | 08/19/2024 | 12/12/2024 | In-Person | Tuesday/Thursday 2:00 PM - 3:15 PM University of New Orleans | | 166 | 159 | 10 |

Grading Basis * Graded

Units 3

Unit Type Semester Units

Register Cancel

- a. To add to your saved schedule, click on Saved Schedules then “Create Student Registration Saved Schedule”

Add Course Section to Saved Schedule

Course ECON 1330 - Financial Literacy

Course Section ECON 1330-P001 - Financial Literacy

Saved Schedule * Search

- All
- Create Student Registration Saved Schedule

- Input a name for this saved schedule and click “Okay”

Create Student Registration Saved Schedule

Academic Period * 2024 Fall

Saved Schedule Name *

- Select “Choose Times” to pick the days/times of the courses.
- Review the sections available and check the box under select for the section you want then click “OK.”

ECON 1330 - Financial Literacy
3 Semester Units

Course Listing ECON 1330 - Financial Literacy

Description (Not open to students enrolled in the College of Business Administration who have completed 60 semester hours or more of university credit.) Survey course that covers basic issues of Financial Literacy: financial planning, financial statements and budgeting, insurance, taxes, cash management, consumer durables and housing, saving and investing.

Units 3 Semester Units

Lecture
2 Items

| 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"/> | ECON 1330-P001 - Financial Literacy | <input checked="" type="checkbox"/> | Open | 08/19/2024 | 12/12/2024 | In-Person | Monday/Wednesday/Friday 8:00 AM - 8:50 AM University of New Orleans | Kevin H Schillman | 80 | 72 | 10 |
| <input type="checkbox"/> | ECON 1330-P002 - Financial Literacy | <input checked="" type="checkbox"/> | Open | 08/19/2024 | 12/12/2024 | In-Person | Tuesday/Thursday 2:00 PM - 3:15 PM University of New Orleans | | 166 | 159 | 10 |

Grading Basis Graded
Units 3
Unit Type Semester Units

OK Cancel

- Click on “Add Course Sections” to search for other courses to add to your saved schedule. Repeat these steps until you have added all courses. When you have added all courses, click “Start Registration.”

Academic Period 2024 Fall

Saved Schedule Name Fall 2024 Schedule ENGR 4.8.24

Start Registration Calendar View Add Course Sections Edit

Courses 1 item

| Course | Grading Basis | Units | Section | St |
|--------------------------------|---------------|-------|-------------------------------------|----|
| ECON 1330 - Financial Literacy | Graded | 3 | ECON 1330-P001 - Financial Literacy | 01 |

View All Saved Schedules for Peri...

- You will be able to confirm each section you desire for each class. Simply click thru each of the courses added to review the days and times then click “Register.”

+ Add Course

Click here to sort

- ECON 1330 - Financial Literacy
3 Semester Units
- MUS 1000 - Music Appreciation
3 Semester Units

Course Listing ECON 1330 - Financial Literacy

Description (Not open to students enrolled in the College of Business: ning, financial statements and budgeting, insurance, tax

Eligible

Lecture

2 items

| Select | Section | Eligible | Section Status |
|-------------------------------------|-------------------------------------|-------------------------------------|----------------|
| <input checked="" type="checkbox"/> | ECON 1330-P001 - Financial Literacy | <input checked="" type="checkbox"/> | Open |
| <input type="checkbox"/> | ECON 1330-P002 - Financial Literacy | <input checked="" type="checkbox"/> | Open |

Grading Basis * Graded

Units 3

Register
Cancel

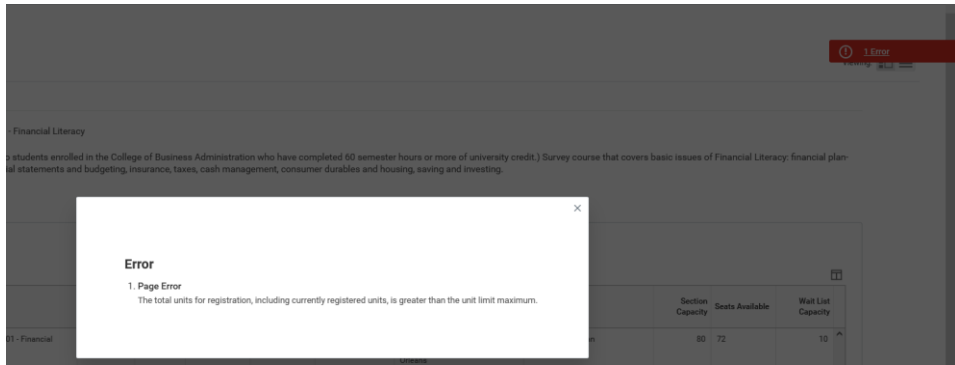
7. If registration is successful it will show a blue check with your successful registrations



Successful Registrations

Registered Courses 1 item

8. If there is an error on registration, a red error message will pop up in the upper right corner. Click to open to message and a message will display about why the registration was unsuccessful.



Unsuccessful Registration

1. You can also check each course to determine why you cannot register. When you attempt to register, you will see a “Troubleshoot” button not “Register”.

View Course Section AADM 6200-001 - Arts Organizations & Business

| | | | |
|-----------------|--|---------------------------|---|
| Course | AADM 6200 - Arts Organizations & Business | Instructional Formats | Seminar |
| Academic Period | 2024 Fall | Delivery Mode | Hybrid |
| Status | Open | Enrolled/Capacity | 2/20 |
| Start/End Date | 08/19/2024 - 12/12/2024 | Meeting Patterns | University of New Orleans Wednesday 3:00 PM - 5:40 PM 08/19/2024 - 12/12/2024 |
| Grading Basis | Audit Graded | Campus | University of New Orleans |
| Units | 3 Semester Units | Primary Instructor | James C Marchant |
| Description | A graduate seminar on how the field of arts administration is fundamentally concerned with the creation, production, dissemination, and stewardship of creative expression. This course will address arts organizations and business in the commercial, nonprofit, and government sectors; how these organizations are created, managed, and maintained, and how this is done while encouraging artistic expression to flourish. | | |

[Add to Saved Schedule](#)
[Troubleshoot](#)

Click Troubleshoot

Active Records Starting Academic Period: Yes

| | |
|---|---|
| Course | ACCT 2100 - Principles of Accounting |
| Course Section | ACCT 2100-P001 - Principles of Accounting |
| Enrollment Window | Yes |
| Registration Appointments | 1 |
| Maximum Units | 15 |
| Enrolled Units | 9 |
| Additional Units From This Course Section | 3 |
| Holds | 0 |

Course: 0 items

| Restriction | Can Register | Details |
|---------------------------------|--------------|---------|
| Access to Enrollment | No | |
| Has Published, Visible Sections | Yes | |
| No Duplicate Registrations | Yes | |
| Can Register for Co-Requisites | Yes | |
| Can Repeat | Yes | |
| Eligible | Yes | |

Course Section: 4 items

| Restriction | Can Register |
|----------------------------|--------------|
| No Duplicate Registrations | Yes |

[Relaunch](#)

1. If “Access to Enrollment” restriction, contact advisor for “Maintain

Registration Restriction Overrides for Student”.

2. If “Eligible” restriction, student requests override through “Request Course Section Prerequisite Override” which routes to advisor then chair of department who teaches the course. Both must approve.
3. To check status of requests—only available to the person who initiated the request. Go to “Tasks” in top right, then “Archive”. If a request is approved, it will appear in “Notifications” in top right.