

How to Register from Academic Plan

On this Job aid:

- [Video](#)
- [How to view Holds](#)
- [Find Your Academic Plan](#)
- [Review your Academic Plan](#)
 - [Academic Plan Components](#)
- [Register from Academic Plan](#)
 - [Register for Waitlisted Courses](#)
- [Registration Errors](#)

Academic plans can help students map out what courses they plan to take for one or more academic periods in the future, providing an opportunity for students and advisors to collaborate more easily. Additionally, students can use their academic plan to register for their courses once registration periods are open. Academic Plans are available for use by all Lynn students. Students will have a template that aligns with their program of study and can be personalized by your advisor.

❗ Before trying to register for classes, make sure you do not have any holds that will prevent you from registering. Also check that registration appointments terms and dates are open to registration.

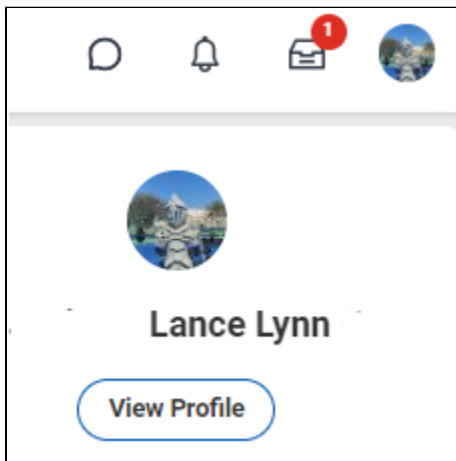
✅ When registering for classes, start with the classes specific for your major: PSY, COM, BUS. Follow with Dialog courses (DSS, DBR, etc). Register for electives last.

Video

[How to Register for Courses using Workday](#)

How to view Holds

Select Profile icon at the top right corner to view students profile.



On your student profile, select **Action Items and Holds**, then select the **Active Holds** tab.

Any active holds will be displayed on this area.

The screenshot displays the Student Profile page for Lance Lynn (3000044). The left sidebar contains navigation options: Summary, Personal, Academics, Contact, Student Financials, History, and Action Items and Holds (highlighted). The main content area shows the 'Active Holds' tab. A hold titled 'Past Due Balance' is listed, with details including the hold reason, description, resolution instructions, and hold type (Registration Add).

Student	Hold Reason	Description	Resolution Instructions	Hold Type
Lance Lynn (3000044)	Past Due Balance	This hold was applied because you have charges on your account that are now past due.	Access the Make a Payment task to pay the past due amount on your account.	Registration Add

Find Your Academic Plan

In the Student Profile, select "**Academics**" from the left menu.



Press on the **Plan** sub-tab.

Review your Academic Plan

i If students don't see an Academic plan, they must contact their academic advisor or the Academic Advising Center at myadvisor@lynn.edu (561) 2377793

Academic Plan Components

The screenshot shows the 'Plan' tab in the academic system. It displays the primary plan name, accounted/unaccounted requirements, buttons for viewing/saving schedules, registration appointments, and a table of academic periods with requirements, courses, credits, and status.

Academic Period	Requirement	Course	Credits	Status
2023 Fall	DSS 100 Dialogue of Self and Society 100 Level	DSS 100 - SELF & SOCIETY	3	Passed 2023 Undergraduate Fall I
	BUS 150 Business of Innovation	BUS 150 - BUS INNOVATION	3	Passed 2023 Undergraduate Fall Session B
	LYNN 101 First Year Seminar	LYNN 101 - FIRST YEAR SEM	1	Passed 2023 Undergraduate Fall I
	General Elective	ART 104 - PAINTING	1	Did Not Enroll
	DQR 100 Quantitative Reasoning 100 Level	DQR 100 - QUANT REASONING	3	Passed 2023 Undergraduate Fall II
	DBR 100 Dialogue of Belief and Reason 100 Level	DBR 100 - BELIEF & REASON	3	Did Not Enroll

1. Academic Plan Name
2. Accounted / Unaccounted for Academic Requirements: Your academic plan is linked to your degree requirements and Workday keeps track of courses taken and those necessary to fulfill your degree requirements.
3. **View/Create Schedules: This functionality is currently not available to students.**
4. Registration Appointments: Registration appointments will tell you what academic periods are available for you to register. It is a quick way to find out when you're eligible to be registering for classes. Click the number for a list of academic periods.
5. Academic Year: You can expand or minimize the section to view all academic periods and courses included in your academic plan.
6. Academic Period: List the academic period and a list of proposed courses to take.
7. Requirement: name of requirement.
8. Course: course that counts towards the listed degree requirement and that you should register for in that academic period
 - a. Only the course names are listed. You will select the course section during registration.
 - b. If no course is listed under a requirement, there may be multiple course options that fulfill that requirement (e.g. General Electives) Consult your academic advisor for assistance with course selection.
9. Credits: amount of units you may earn by successfully completing the course.
10. Status: identifies current course completion status:
 - a. Passed: you completed the course with a passing grade
 - b. Enrolled: you are registered for the course in the current/future term
 - c. Did Not Enroll: you did not register for the course in the listed term.
 - d. Eligible to Enroll: you meet the prerequisites for the course
 - e. Not Eligible: you are not yet eligible for the course in the current term

Register from Academic Plan

From your Academic Plan, select courses with status "Did not Enroll" or "Eligible to Enroll"

Hoover your mouse next to the course name and click the related actions button (...)

2024 Spring	General Elective		0	
	BUS 180 Principles of Economics	BUS 180 - PRIN OF ECONOMI	3	Eligible to Enroll

A new window will open with course details. If you are not eligible to take the course, it will display the eligibility rules for the course. It will also display the academic periods where this course is available to register.

Click Start Registration

...cations. The microeconomic theories of the consumer and firm serve as foundations for discussing the macroeconomic outcomes of national product, employment and inflation. The policy implications for economic stability, growth and social welfare are analyzed.

Eligible Yes

Registration Appointment(s) 2024 Undergraduate Fall Session A: 01/15/2024, 12:00 AM - 08/27/2024, 11:59 PM (), 2024 Undergraduate Fall Session B: 01/15/2024, 12:00 AM - 08/27/2024, 11:59 PM (), 2024 Undergraduate Fall Session C: 01/15/2024, 12:00 AM - 10/22/2024, 11:59 PM (), 2024 Undergraduate Fall Session D: 01/15/2024, 12:00 AM - 10/22/2024, 11:59 PM (), 2024 Undergraduate Spring Session B: 03/20/2023, 12:15 AM - 02/06/2024, 11:59 PM (GMT-05:00 Eastern Time (New York)), 2024 Undergraduate Spring Session C: 03/20/2023, 12:15 AM - 03/12/2024, 11:59 PM (GMT-05:00 Eastern Time (New York)), 2024 Undergraduate Spring Session D: 03/20/2023, 12:15 AM - 04/09/2024, 11:59 PM (GMT-05:00 Eastern Time (New York)), and 2025 Undergraduate Spring Session B: 01/15/2025, 12:00 AM - (GMT-05:00 Eastern Time (New York))

Add to Saved Schedule Start Registration

Enter the academic period. The list could be long. You can type shortcuts like "2024 Spring B" to look for the 2024 undergraduate session B and hit enter

Start Registration for Course

Course * BUS 180 - PRIN OF ECONOMI

Academic Period * 2024 Sprin B

- ☐ 2024 Undergraduate Fall II Online
- ☐ 2024 Undergraduate Fall I Online
- ☐ 2024 Undergraduate Fall Session A

Verify the term and click OK

Start Registration for Course

Course ★ BUS 180 - PRIN OF ECONOMI

Academic Period ★ x 2024 Undergraduate Fall Session A

BUS 180 - PRIN OF ECONOMI
 3 Credits

Course Listing BUS 180 - PRIN OF ECONOMI

Description Introduces the basic micro- and macroeconomic concepts, tools, methods and applications. The microeconomic theories of the consumer and firm serve as foundations for discussing the macroeconomic outcomes of national product, employment and inflation. The policy implications for economic stability, growth and social welfare are analyzed.

Eligible ☒

Lecture

3 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor
<input checked="" type="checkbox"/>	BUS 180-A - PRINCIPLES OF ECONOMICS	<input checked="" type="checkbox"/>	Open	08/25/2024	09/21/2024	In-Person	Monday/Tuesday/Wednesday/Thursday 8:00 AM - 10:30 AM ASSAF - AS211	
<input type="checkbox"/>	BUS 180-B - PRINCIPLES OF ECONOMICS	<input checked="" type="checkbox"/>	Open	08/25/2024	09/21/2024	In-Person	Monday/Tuesday/Wednesday/Thursday 3:00 PM - 5:30 PM IBC - IB213	
<input type="checkbox"/>	BUS 180-C - PRINCIPLES OF ECONOMICS	<input checked="" type="checkbox"/>	Open	08/25/2024	09/21/2024	In-Person	Monday/Tuesday/Wednesday/Thursday 6:00 PM - 8:30 PM ASSAF - AS214	

Register
Cancel

Students should review the open sections for each course and press the checkbox next to the one they want.

If the course offer to waitlist registrations, please review the Waitlist registration job aid

Lecture

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Pattern
<input type="checkbox"/>	PSYC 2003-1 - General Psychology	<input checked="" type="checkbox"/>	Waitlist	08/21/2023	12/15/2023	Online	
<input checked="" type="checkbox"/>	PSYC 2003-2 - General Psychology	<input checked="" type="checkbox"/>	Open	08/19/2023	12/15/2023	In-Person	TR 9:00 AM - 10:00 AM Bur 2240

Check the section status

View the Meeting Pattern

To officially register, press **Register**.



Students will be able to see the courses for which they have registered for, with buttons to view the courses, or view their account.

Start Registration for Course

Successfully Registered Courses 1 item

Course	Section	Meeting Times	Location
BUS 180 - PRIN OF ECONOMI	BUS 180-A - PRINCIPLES OF ECONOMICS	Monday/Tuesday/Wednesday/Thursday 8:00 AM - 10:30 AM	ASSAF - AS211

View Registered Courses

View Student Account

Go back to your plan, select another course and follow the previous steps to register for other courses.

Register for Waitlisted Courses

On student plan, Student select course to register

Academic Period	Requirement	Course	Credits
2024 Fall	DSS 200 Dialogue of Self and Society 200 Level	DSS 200 - SELF & SOCIETY	3
	ACC 205 Financial Reporting and Management Decisions	ACC 205 - FIN RPT/MGT DEC	3

Click Start Registration

View Course ACC 205 - FIN RPT/MGT DEC	
Title	FINANCIAL REPORTING & MGT DECISIONS
Academic Level	Undergraduate
Course Owner	BUS UG Core
Grading Basis	Audit Credit/Non Credit Graded Pass/Fail
Credits	3 Credits
Description	The study of fundamental accounting principles as app
Typical Periods Offered	Fall Spring Summer
Eligibility	Please use the 'Request Course Section Prerequisite O
Instructional Formats	Lecture
Locations Offered	Lynn University
Eligible	Yes
Course Materials	(empty)

Add to Saved Schedule
Start Registration

Select Academic Period

Start Registration for Course	
Course	* ACC 205 - FIN RPT/MGT DEC
Academic Period *	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="text" value="Search"/> ⋮ </div> <ul style="list-style-type: none"> <input type="radio"/> 2023 Undergraduate Fall II Online <input type="radio"/> 2023 Undergraduate Fall Session D <input type="radio"/> 2024 Undergraduate Spring II Online <input type="radio"/> 2024 Undergraduate Spring I Online <input type="radio"/> 2024 Undergraduate Spring Session A <input type="radio"/> 2024 Undergraduate Spring Session B <input type="radio"/> 2024 Undergraduate Spring Session C <input type="radio"/> 2024 Undergraduate Spring Session D <input type="radio"/> 2024 Undergraduate Summer I Online </div>

Click OK

Start Registration for Course

Course * ACC 205 - FIN RPT/MGT DEC

Academic Period *
 × 2024 Undergraduate Spring Session C

Student will see section status available as waitlist and the capacity

Start Registration for Course

Academic Period 2024 Undergraduate Spring Session C

+ Add Course

ACC 205 - FIN RPT/MGT DEC
3 Credits

Course Listing ACC 205 - FIN RPT/MGT DEC

Description The study of fundamental accounting principles as applied to financial statement preparation and the accounting concepts and techniques as applied to managerial planning and control of assets.

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 type="checkbox"/>	ACC 205-D - FIN RPT/MGT DEC	<input checked="" type="checkbox"/>	Open	03/10/2024	04/06/2024	In-Person	Monday/Tuesday/Wednesday/Thursday 8:00 AM - 10:30 AM IBC - IB209	Jason Merrick Jennifer Torres	30	19	0
<input type="checkbox"/>	ACC 205-E - FIN RPT/MGT DEC	<input checked="" type="checkbox"/>	Waitlist	03/10/2024	04/06/2024	In-Person	Monday/Tuesday/Wednesday/Thursday 12:00 PM - 2:30 PM IBC - IB109	Sholom Schochet	17	0	2

Select and register for waitlisted course

Start Registration for Course

Academic Period 2024 Undergraduate Spring Session C

+ Add Course

 ACC 205 - FIN RPT/MGT DEC
3 Credits




Course Listing ACC 205 - FIN RPT/MGT DEC

Description The study of fundamental accounting principles as applied to financial statement preparation and the ac

Eligible ☒

Lecture

 Errors and Alerts Found ▾

2 items

Select	Section	Eligible	Section Status	Start Date	End Date
<input type="checkbox"/>	ACC 205-D - FIN RPT/MGT DEC	<input checked="" type="checkbox"/>	Open	03/10/2024	04/06/2024
<input checked="" type="checkbox"/>	ACC 205-E - FIN RPT/MGT DEC	<input checked="" type="checkbox"/>	Waitlist	03/10/2024	04/06/2024

Grading Basis *

Credits 3

Credit Type Credits

Register

Cancel

An alert will display student will be waitlisted. Click OK

Alert

1. Select (Row 2 Column 1)

You'll be waitlisted for ACC 205-E - FIN RPT/MGT DEC, since there's no available capacity.

A confirmation page will display waitlisted course

MENU

LYNN
UNIVERSITY

Q Search

Start Registration for Course

There are courses that you were waitlisted in. Review your waitlisted registrations so that you can take appropriate action.

Waitlisted Courses 1 item

Course	Section	Section Capacity	Meeting Times	Location
ACC 205 - FIN RPT/MGT DEC	ACC 205-E - FIN RPT/MGT DEC	17	Monday/Tuesday/Wednesday/Thursday 12:00 PM - 2:30 PM	IBC - IB109

View Registered Courses

View Student Account

When a space becomes available, student has 48 hours to act or lose their place on waitlist. Students will receive a notification on their task inbox.

Student has 3 options, Drop, Submit or Deny.

Click Submit to register in the course

Click Drop to dismiss your waitlist request

Confirm Waitlist Advancement

☆
⚙️
🔗

Created: 12/04/2023 | Due: 12/07/2023

There is a new opening in the course! Since you are next in the waitlist you are eligible to enroll.

Submit - Register for course section.

Drop - You will be taken to the course section waitlist to remove yourself from the waitlist.

Deny - Skip your position on the waitlist. You will be kept on the waitlist.

1 item

🔍
📄
📅
📊

Course Section	Instructional Format	Meeting Patterns	Instructors
ACC 205-E - FIN RPT/MGT DEC	Lecture	Monday/Tuesday/Wednesday/Thursday 12:00 PM - 2:30 PM IBC - IB109	Sholom Schochet

Drop

Select Course Sections

Drop Registered Courses

+ Add Course

Viewing: 📄 📅 📊

ACC 205 - FIN RPT/MGT DEC

3 Credits

Course Listing

ACC 205 - FIN RPT/MGT DEC

Description

The study of fundamental accounting principles as applied to financial statement preparation and the accounting concepts and techniques as applied to managerial planning and control of assets.

Flinible

☒

Submit

Deny

Cancel

Registration Errors

If you get an error message, you will not be able to register for the course.

Start Registration for Course

Course

* BUS 180 - PRIN OF ECONOMI

Academic Period *

✕

2024 Undergraduate Spring Session B

⋮

Alert: You will be unable to register in this course during the chosen period. Continue for more details or choose another period.

Click Ok for the troubleshooting registration window.

In this case, although the student is within the registration window, he has a registration hold that prevents him from registering.

Troubleshoot Registration

Academic Period	2024 Undergraduate Spring Session B
Academic Record	Lance Lynn (3000044) - International Business Management/Undergraduate (BS) - 08/20/2023 - Active
Active Record During Academic Period	Yes
Course	BUS 180 - PRIN OF ECONOMI
Enrollment Window	Yes
Registration Appointments	1
Holds	1

Course 6 items

Restriction	Can Register	Details
No Duplicate Registrations	No	
Has Published, Visible Sections	Yes	
Can Register for Co-Requisites	Yes	
Can Repeat	Yes	
Relaunch	Yes	