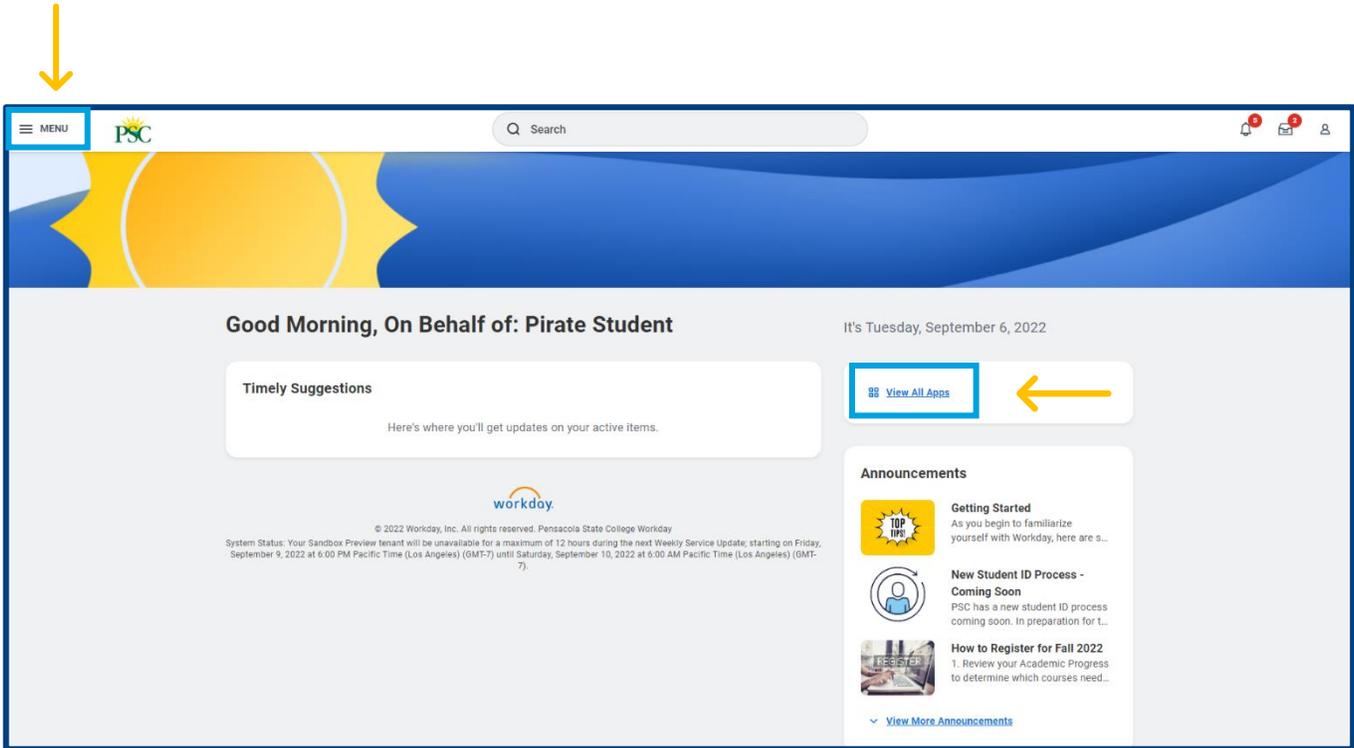


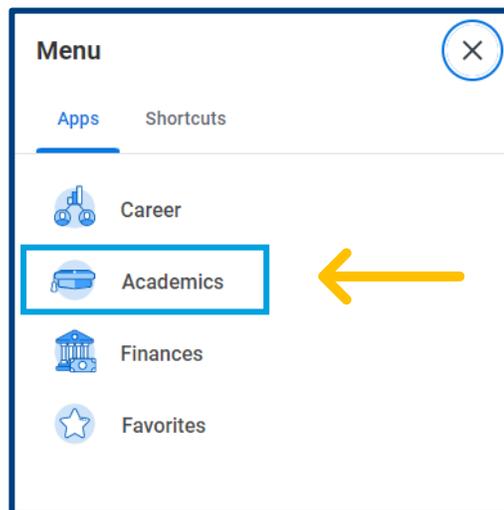
DUAL ENROLLMENT STUDENT

How to find Course Section Information for the Class Registration Approval Form

1. From your Workday homepage, access the *Academics* app by clicking *View All Apps* or the *Menu* button.



2. Open the *Academics* app.



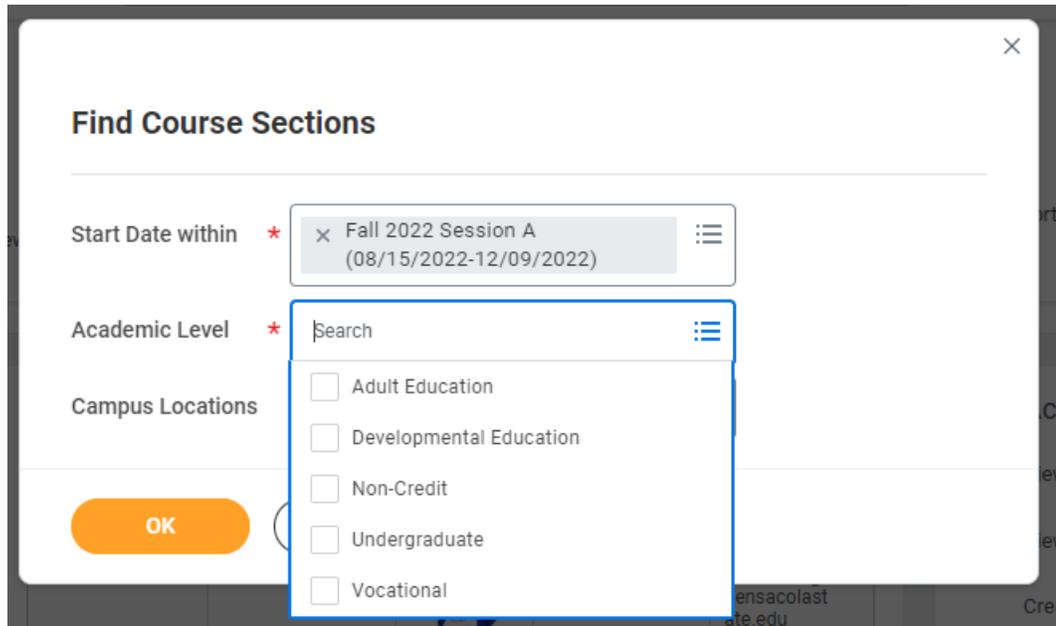
3. Under *Planning & Registration*, click on *Find Course Sections*.

The screenshot shows the PSC Workday portal interface. At the top, there is a search bar and navigation icons. Below the header, there are sections for 'Academics', 'Need Help?', and 'Registration Requirements'. The 'Registration Requirements' section shows three metrics: Actions To Do (0), Holds (0), and Actions Completed (0). The 'Important Contacts Support Network' section displays a table with columns for Role, Student Cohorts, Photo, Person, and Public Work Email. The 'Academic Advising' section includes options like 'View My Academic Plan' and 'View My Academic Progress'. The 'Planning & Registration' section is highlighted with a blue box and a yellow arrow, containing 'Find Course Sections', 'View My Courses', and 'Find Courses'. Other sections include 'Academic Records', 'eLearning', 'Requests', and 'General Help'. At the bottom, there is a footer with copyright information and system status details.

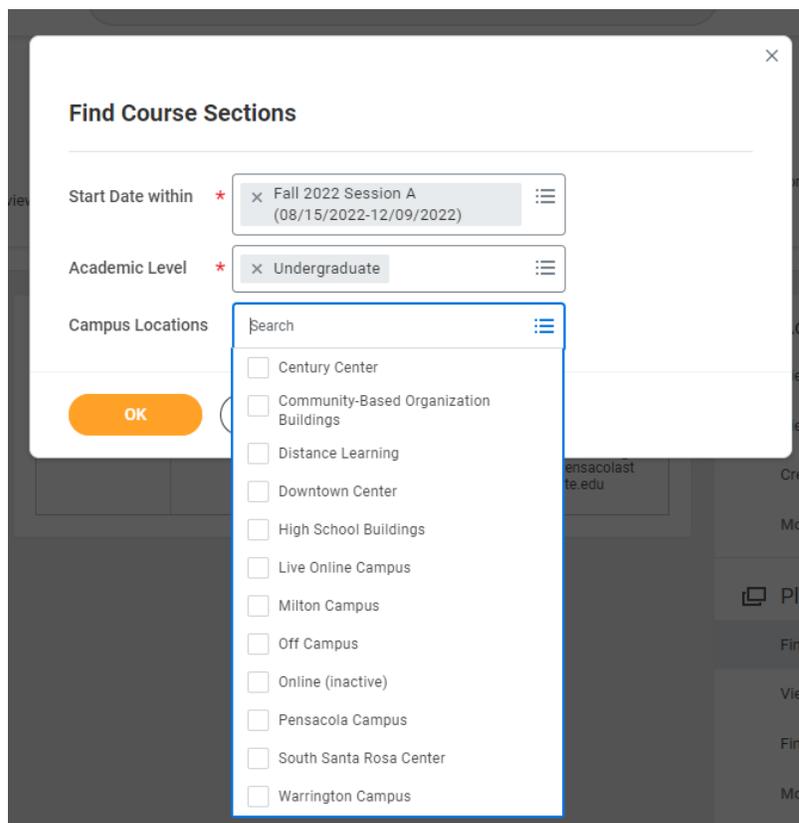
4. Select the Start Date (Academic Period) in the pop-up box.

The screenshot shows a 'Find Course Sections' pop-up box. It has a search bar at the top and three main sections: 'Start Date within', 'Academic Level', and 'Campus Locations'. The 'Academic Level' section is expanded, showing a dropdown menu with three options: '2022-203 Academic Year' (highlighted in blue), '2023-2024 Academic Year', and '2024-2025 Academic Year'. At the bottom of the pop-up, there are two buttons: 'OK' and 'Cancel'.

5. Select the *Academic Level*. Note: Dual Enrolled students are only permitted to take Undergraduate or Vocational level 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. (Only for specific dual enrollment vocational majors.)



6. *Campus Location* is optional.



7. Click **OK**.

Find Course Sections

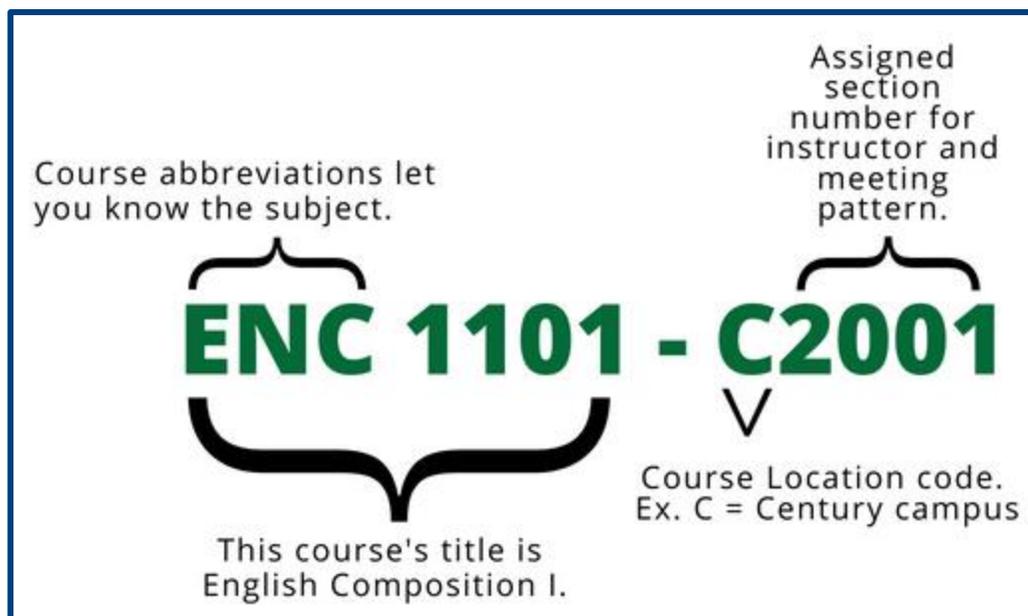
Start Date within * x Fall 2022 Session A (08/15/2022-12/09/2022) ⋮

Academic Level * x Undergraduate ⋮

Campus Locations x Pensacola Campus ... ⋮

OK Cancel

8. Find Courses. You can type the subject in the search bar or use filters on the right (see on the next page).
Note: Course ID has changed. Example: ENC 1101-C2001 – English Composition I.





Q 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

> [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](#)

9. Click the blue name of the *Course Section*.

The screenshot shows the PSC (Pensacola State College) Find Course Sections interface. At the top, there is a search bar with the text 'history' and a 'Search' button. Below the search bar, there are filters for 'Start Date within' (Fall 2022 Session A), 'Campus Locations' (Pensacola Campus), and 'Academic Level' (Undergraduate). The search results are displayed in a table with 10 rows. The first row is highlighted with a blue box and a yellow arrow pointing to it. The first row contains the following information: 'AMH 2010-P1314 - American History to 1877', 'American History to 1877 | Open | Andy Barbero', and 'Section Details Room 1463 | M_W | 11:00 AM - 12:15 PM'. The other rows contain similar information for other course sections.

Current Search	10 Results	Expand All
<input type="button" value="Save"/>	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	▼
<input type="button" value="Clear All"/>	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	▼
<input checked="" type="checkbox"/> Subject	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	▼
<input type="checkbox"/> American History (6)	AMH 2020-P1315 - American History from 1877 American History from 1877 Open Section Details Room 1446 T_Th 11:00 AM - 12:15 PM	▼
<input type="checkbox"/> European History (2)	AMH 2020-P1335 - American History from 1877 American History from 1877 Open Section Details Room 1446 M_W 12:30 PM - 1:45 PM	▼
<input type="checkbox"/> Graphic Arts (1)	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	▼
<input type="checkbox"/> Art History (1)	ARH 1050-P1461 - Art History I Art History I Open Julie McGrath Section Details Room 1590 T_Th 9:30 AM - 10:45 AM	▼
<input checked="" type="checkbox"/> Section Status	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	▼
<input type="checkbox"/> Open (10)	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	▼
<input checked="" type="checkbox"/> Campus Locations	GRA 1109-P1479 - History of Graphic Design History of Graphic Design Open Section Details Room 1590 T_Th 12:30 PM - 1:45 PM	▼
<input type="checkbox"/> Pensacola Campus (10)		
> Locations		
> Course Definition		
> Course Tags		
> Instructional Format		
> Delivery Mode		
> Instructors		
> Meeting Days		
> Meeting Patterns		
> Academic Periods		
> Flexible Dates		

10. On the View Course Section screen, course section information will be displayed. Be sure to review the following:

- Status: The registration period is open or closed for the course.
- Enrolled/Capacity: The number of seats available in the class.
- Start/End Date: The period the class will be offered.
- Meeting Patterns: Campus location, date, and time for the class meetings.
- Campus: Confirm the correct Campus location.

Dual Enrollment Students: Do Not Use the *Add to Schedule* or *Troubleshoot* buttons on this page. Use the information on this page to fill in your Class Registration Approval Form.

The screenshot displays the 'View Course Section' interface for ENC 1101-P1214 - English Composition I. At the top, there is a search bar and navigation icons. The course title and ID are shown. Below this, a table provides key details:

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

Additional details include:

- 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)

At the bottom, the 'Add to Schedule' and 'Troubleshoot' buttons are crossed out with red X's.

11. Once you have determined the course to register for, input the following information from the *View Course Section* screen onto your **Class Registration Approval Form** in the appropriate box, as seen in the example below:

- Course ID, including the Course Abbreviation, Title, Location Code, and Section Number found at the top of the screen.
- Campus.

The screenshot shows the 'View Course Section' page for ENC 1101-P1214 - English Composition I. The course ID 'ENC 1101-P1214 - English Composition I' is highlighted with a blue box and a yellow arrow. The campus 'Pensacola Campus' is also highlighted with a blue box and a yellow arrow. Other details include: Course: ENC 1101 - English Composition I; Academic Period: Fall 2022 Session C (09/06/2022-12/09/2022); Status: Open; Start/End Date: 09/06/2022 - 12/09/2022; Grading Basis: Graded; Credit hours: 3 Credit hours; 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; Instructional Formats: Lecture; Delivery Mode: In-Person; Enrolled/Capacity: 1/27; Meeting Patterns: Room 0461 | M_W | 7:30 AM - 9:05 AM; Course Materials: Read, Reason, Write (12th), Read, Reason, Write (Loosepages) (12th), Read, Reason, Write (Rental) (12th); Costs: Estimated Resident Cost 313.74, Estimated Non-Resident Cost 1,259.28. Buttons for 'Add to Schedule' and 'Troubleshoot' are at the bottom.

Class Registration Approval Form

* Course Number	* Section Number	* Course Title	* Campus
ENC 1101	P1214	English Comp I	Pensacola Campus
			-- Please Select --
			-- Please Select --
			-- Please Select --
			-- Please Select --
			-- Please Select --
			-- Please Select --

Once you have completed, signed, and submitted the Class Registration Approval Form, your high school counselor will review and approve or deny your courses. Then a PSC Advisor will register you for any approved and available classes. **Students will not be registered for full courses.**