

How to Drop, Swap and Withdraw Classes

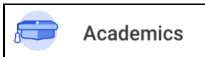
On this job aid:

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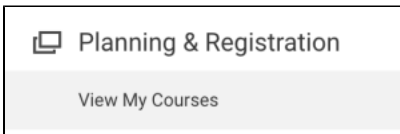
 Make sure you do not have holds that prevent you from register, drop or swap courses.

Academics App (My Academics App)

From the Workday Home page, press the Academics application on your home page or on the **Menu** (also known as lobar Navigation) or in **Your Top Apps** section.



On the Academics dashboard, under Planning and Registration, press **View My Courses**.

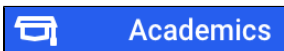


‘My Enrolled Courses’ will be listed with meeting patterns, if there are applicable and other course information.

Student Profile Page

On the home page, press student profile picture at the top right corner and press View Profile.

Press the **Academics** category



Press Current Courses tab

Overview **Current Classes** Plan Academic History Academic Progress

International Business Management Major - Undergraduate (BS)

2024 Undergraduate Fall Session A

Calendar View Edit Registration

My Enrolled Courses 1 item


Enrolled Sections										
	Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Star
Q	BUS 180 - PRIN OF ECONOMI	3	Graded	BUS 180-A - PRINCIPLES OF ECONOMICS	Lecture	In-Person	Monday/Tuesday/Wednesday/Thursday 8:00 AM - 10:30 AM ASSAF - AS211	Registered		08/2

Enrolled Credits 3

Current Classes

The Current Classes tab will display any academic period where you have registered courses.

Students will be able to Drop or Swap a course within a posted period. Depending on the academic calendar dates, the options will be available to you on the course row.



Lance Lynn (3000044)
Student | Lynn University

Actions

Email

Summary

Personal

Academics

Contact

Overview **Current Classes** Plan Academic History Academic Progress

International Business Management Major - Undergraduate (BS)

2024 Undergraduate Fall Session A

Calendar View Edit Registration

My Enrolled Courses 1 item

Enrolled Sections									
	Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	
Q	BUS 180 - PRIN OF ECONOMI	3	Graded	BUS 180-A - PRINCIPLES OF ECONOMICS	Lecture	In-Person	Monday/Tuesday/Wednesday/Thursday 8:00 AM - 10:30 AM ASSAF - AS211	Registered	

Enrolled Credits 3

Drop a Course

In the 'My Enrolled Courses' table, find the course section.

Note: Review and confirm the course to drop. **If this course is a corequisite for another course you are registered in, you must drop both courses.**

Scroll to the right using the scroll bar to display the Drop button. Click Drop button.

2024 Undergraduate Spring Session B

Calendar View Edit Registration

My Enrolled Courses 1 item

Enrolled Sections									
ing	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
ed	ACC 205-B - FIN RPT/MGT DEC	Lecture	In-Person	Monday/Tuesday/Wednesday/Thursday 8:00 AM - 10:30 AM ASSAF - AS214	Registered	Jason Merrick	02/04/2024	03/02/2024	Drop

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On the 'Drop Student Course Registration' page, verify the course section is correct then click Confirm check box. Click OK then Done

Drop Student Course Registration

Please review the information below and confirm to drop.

Student Lance Lynn (3000044)

Drop Date 01/14/2024 01:53:37 PM

Registration to Drop 1 item

Course	Grading Basis	Credits	Section	Instructional Format	Meeting Time
ACC 205 - FIN RPT/MGT DEC	Graded	3	ACC 205-B - FIN RPT/MGT DEC	Lecture	Monday/Tuesday/Wednesday/Thursday 8:00 AM - 10:30 AM

Confirm ☒

My Dropped/Withdrawn Courses

Click the arrow to expand the section and display any course that you have dropped or withdrawn in the academic period.


My Dropped/Withdrawn Courses

2 items

Dropped/Withdrawn Sections										
	Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	St
Q	DSL 100 - SCIENTFC LITRCY	3	Graded	DSL 100-I - SCIENTFC LITRCY	Lecture	Online		Unregistered	Daniel Ceccoli	02
Q	BUS 280 - GLOBAL MGMT	3	Graded	BUS 280-A - GLOBAL MGMT	Lecture	In-Person	Monday/Tuesday/Wednesday/Thursday 8:00 AM - 10:30 AM	Unregistered	Victor Lian	02

Enrolled Credits 3

Swap a Course

 You can only swap courses within the same academic period.

If the course to swap has more or less number of credits than the course enrolled, you may get an error depending on the number of total number of credits you need for the term. You may need to swap with a course with the same number of credits.

Workday allows you to swap courses during drop and add to avoid losing your spot in the current course until your new course registration is confirmed.

In the 'My Enrolled Courses' table, find the course section.

Note: Review and confirm the course to swap. **If this course is a corequisite for another course you are registered in, you must make arrangements for both courses.**


Scroll to the right using the scroll bar to display the Drop button. Click Swap button.

2024 Undergraduate Fall Session D

Calendar View Edit Registration

My Enrolled Courses 2 Items

Enrolled Sections										
Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
3	Graded	DSL 100-D - SCIENTIFIC INQUIRY	Lecture	In-Person		Registered		11/17/2024	12/14/2024	Drop Swap
3	Graded	DBR 200-T - WORLD BELIEF SYSTEMS	Lecture	In-Person		Registered		11/17/2024	12/14/2024	Drop Swap



On the 'Student Course Registration' page, select New Course or New Section.

See directions for both below;

Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

☐ New Course

☐ New Section

See directions for both below;

New Course

Click New Course and then click the Course to Add prompt

Select a course section to swap by either typing the prefix and/or course number in the search or by clicking a course name link from the list. Click OK to continue

Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

☒ New Course
☐ New Section

Course to Drop DSL 100 - SCIENTFC LITRCY

Course to Add * Eligible Yes

× ACC 205 - FIN RPT/MGT DEC

Select the course section by clicking the Select check box.

Scroll to the bottom of the screen to select the Confirm Swap check box.

Academic Period 2024 Undergraduate Fall Session D

Lecture

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor
<input checked="" type="checkbox"/>	ACC 205-F - FINANCIAL REPORTING & MGT DECISIONS	<input checked="" type="checkbox"/>	Open	11/17/2024	12/14/2024	In-Person	Monday/Tuesday/Wednesday/Thursday 12:00 PM - 2:30 PM	
<input type="checkbox"/>	ACC 205-G - FINANCIAL REPORTING & MGT DECISIONS	<input checked="" type="checkbox"/>	Open	11/17/2024	12/14/2024	In-Person	Monday/Tuesday/Wednesday/Thursday 6:00 PM - 8:30 PM ASSAF - AS214	

Grading Basis * Graded

Credits 3

Credit Type Credits

Course to Drop Confirmation 1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enrollment Date
DSL 100-D - SCIENTIFIC INQUIRY	Lecture		01/14/2024 02:01:49.544 PM	

Confirm Swap * ☐

Click OK to display the Swap Student Course Registration page to view the swapped course is registered.
Click DONE.

New Section

Click New Course and then click OK

Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

☐ New Course

☒ New Section

Course for Section Swap DSL 100 - SCIENTFC LITRCY

Uncheck the current section and check the new section to swap. Click Ok

Swap Student Course Registration

Select the section(s) you wish to add. Confirm that you wish to drop the section you are swapping out.

Course DSL 100 - SCIENTFC LITRCY

Description These courses use a study of the physical environment and the history of science to introduce students to the scientific method. Students explore the relationship between issues relating to science.

Academic Period 2024 Undergraduate Fall Session D

Lecture

4 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
<input type="checkbox"/>	DSL 100-D - SCIENTIFIC INQUIRY	<input checked="" type="checkbox"/>	Open	11/17/2024	12/14/2024	In-Person	
<input type="checkbox"/>	DSL 100-J - SCIENTIFIC INQUIRY	<input checked="" type="checkbox"/>	Open	11/17/2024	12/14/2024	In-Person	
<input checked="" type="checkbox"/>	DSL 100-N - SCIENTIFIC INQUIRY	<input checked="" type="checkbox"/>	Open	11/17/2024	12/14/2024	In-Person	
<input type="checkbox"/>	DSL 100-T - SCIENTIFIC INQUIRY	<input checked="" type="checkbox"/>	Open	11/17/2024	12/14/2024	In-Person	

You will receive a confirmation in the next screen

Scroll to the right using the scroll bar to display the Drop button. Click Withdraw button.

Check the "Confirm Withdraw from Course" box. Click OK

Withdraw Student Course Registration

Withdrawal Date01/14/2024 02:25:21 PM

StudentLance Lynn (3000044) - International Business Management/Undergraduate (BS) - 08/20/2023 - Active

CourseDJCP 100 - CITIZENSHIP PRO

Section Registrations for Withdraw1 item

Course	Grading Basis	Credits	Withdrawal Grade	Section(s)			
				Section	Instructional Format	Meeting Time	Location
DJCP 100 - CITIZENSHIP PRO	Graded	2	W	DJCP 100-CC - CITIZENSHIP PRO	Lecture	Tuesday/Thursday 12:00 PM - 2:30 PM	

Confirm Withdraw from Course * ☐