

# How to Drop, Swap and Withdraw Classes

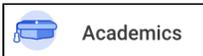
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 Make sure you do not have holds that prevent you from register, drop or swap courses.

## 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

## 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.

## 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									
Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date		
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	

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
DSL 100 - SCIENTFC LITRCY	3	Graded	DSL 100-I - SCIENTFC LITRCY	Lecture	Online		Unregistered	Daniel Ceccoli	02
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.

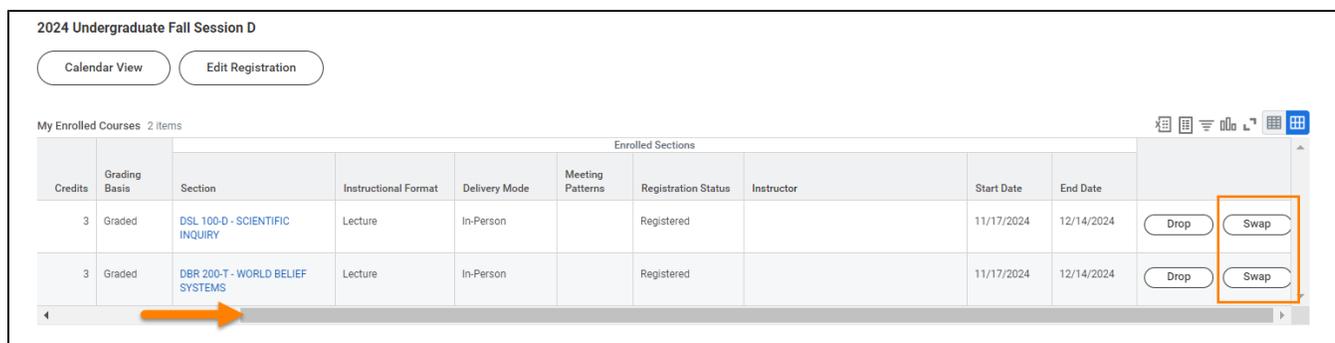
If the course to swap has more or less number of credits than the course enrolled, you may get an error depending on the number of total number of credits you need for the term. You may need to swap with a course with the same number of credits.

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

Select the course section by clicking the Select check box.  
 Scroll to the bottom of the screen to select the Confirm Swap check box.

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	

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

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

## Swap Student Course Registration

For Course [DSL 100 - SCIENTFC LITRCY](#)

Selected Sections [DSL 100-N - SCIENTIFIC INQUIRY](#)

Successfully Registered Sections 1 item

Section	M
<a href="#">DSL 100-N - SCIENTIFIC INQUIRY</a>	

## Withdraw a Course

Workday allows you to withdraw courses during the withdrawal period. This request will need approval from your academic advisor.

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

Note: Review the course to withdraw. **If this course is a corequisite for another course you are registered in, you must contact your academic advisor and make arrangements for both courses.**

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

2024 Undergraduate Spring Session A

My Enrolled Courses 2 items

Enrolled Sections								
Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
<a href="#">DJCP 100-CC - CITIZENSHIP PRO</a>	Lecture	In-Person	Tuesday/Thursday   12:00 PM - 2:30 PM	Registered	Tracy Baker	01/07/2024	02/03/2024	<input type="button" value="Withdraw"/>
<a href="#">BUS 180-A - PRIN OF ECONOMI</a>	Lecture	In-Person	Monday/Tuesday/Wednesday/Thursday   8:00 AM - 10:30 AM	Registered		01/07/2024	02/03/2024	<input type="button" value="Withdraw"/>

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

## Withdraw Student Course Registration

Withdrawal Date 01/14/2024 02:25:21 PM

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

Course DJCP 100 - CITIZENSHIP PRO

Section Registrations for Withdraw 1 item

Course	Grading Basis	Credits	Withdrawal Grade	Section(s)			Lo
				Section	Instructional Format	Meeting Time	
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 \*