Drop or Swap a Course

Students will be able to Drop or Swap a course within a posted academic period.

Drop a Course

1. From the student's Workday homepage, click the **profile picture** (located in the top right corner).
2. Click **View Profile** and then the **Academic** category (locate on the left navigation bar).
3. Click the **Current Classes** tab at the top.
4. In the *My Enrolled Courses* table, find the course section.
   a. <u>NOTE</u>: Review and confirm the course to drop. If the course is a prerequisite for another course you are registered for, you must drop <u>both</u> courses.
5. **Scroll** to the right using the scroll bar or slide the new tables view button to the right to display the Drop button.
6. Click **Drop**.
7. On the 'Drop Student Course Registration' page, verify the course section is correct and then click the **Confirm checkbox**.
8. Click **OK** and **Done**.

View Dropped/Withdrawn Course Sections

Click the **Current Classes** tab (under 'My Enrolled Courses' table). Then, click the **blue arrow** to expand the My Dropped/Withdrawn Courses table.

Swap a Course

1. From the student's Workday homepage, click the **profile picture** (located in the top right corner).
2. Click **View Profile** and then the **Academic** category (locate on the left navigation bar).
3. Click the **Current Classes** tab at the top.
4. In the *My Enrolled Courses* table, find the course section.
5. **Scroll** to the right using the scroll bar or slide the new tables view button to the right to display the Swap button.
6. Click **Swap**.

7. On the 'Swap Student Course Registration' page, select New Course or New Section. Follow steps below for both:

    a. **New Course**:

        - Click **New Course** > **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 the course name link from the list.
        - Click **OK** to continue.
        - Select the course section by clicking the **Select checkbox**.
        - Scroll to the bottom of the screen to select the **Confirm Swap checkbox**.
        - Click **OK** to display the 'Swap Student Course Registration' page to view the swapped course is registered.
        - Click **Done**.

    b. **New Section:**

        - Click **New Section** and then **OK**.
        - To swap course sections, **unclick** the registered course section and **click** the new course section.
        - Click **OK** to display the 'Swap Student Course Registration' page to view the swapped course registered.
        - Click **Done**.