

This quick reference guide (QRG) provides instructions on how to drop or swap a course in Workday. Please note you will only be able to perform these tasks if your institution allows students to self-register, also known as self-service. Please contact your academic advisor for support if you do not have the Drop or Swap buttons.

To drop or swap a course, complete the following steps.

DROP A COURSE

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Academics** from your 'Student Profile Menu'.
4. Click the **Current Classes** tab.
5. Under **My Enrolled Courses** locate the course that needs to be dropped and click the **Actions** button. If you do not see the **Drop** button, please speak to your academic advisor.



6. Check the **Confirm** box.



7. Click **OK**.

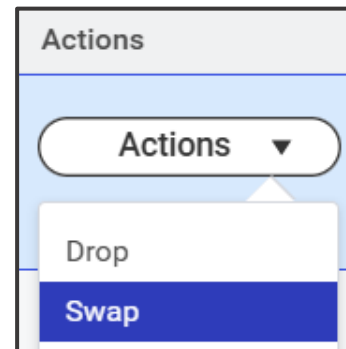


Note: Dropping a course is only allowed during specific dates. If it is outside those dates, you must withdraw from the course. For support on withdrawing, you can contact your academic advisor or access the Withdraw from a Course QRG.

SWAP A COURSE

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Academics** from your 'Student Profile Menu'.
4. Click the **Current Classes** tab.
5. Under **My Enrolled Courses** locate the course that needs to be dropped and click the **Actions** button.



6. Select the **New Course** radio button to replace your current course with a new course or select **New Section** to change the section of your current course.

SWAP TO NEW COURSE

If you select **New Course**, complete the following steps.

7. Select the new **Course to Add** from the dropdown list.

Course to Add *

Search

×

ANTH 20103 - Cultural Anthropology

...

8. Click **OK**.
9. Check the **Select** box for your desired section of the new course.

Select	Section	Eligible	Meeting Patterns
<input checked="" type="checkbox"/>	ANTH 20103-J052 - Cultural Anthropology	<input checked="" type="checkbox"/>	Tuesday/Thursday 12:15 PM - 1:30 PM UAPTC LRS LRS 231 Classroom 231

10. Click **Confirm Swap**.

Confirm Swap *

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11. Click **OK**.

SWAP TO NEW SECTION OF CURRENT COURSE

If you select **New Section**, complete the following steps.

7. Click **OK**.
8. Click the **Select** box beside your currently enrolled section to uncheck the box. It will turn from a blue check to a blank box.

Select	Section
<input type="checkbox"/>	ANTH 20103-J052 - Cultural Anthropology

9. Check the **Select** box for the new section of the course.

Select	Section	Eligible	Meeting Patterns
<input checked="" type="checkbox"/>	ANTH 20103-W060 - Cultural Anthropology	<input checked="" type="checkbox"/>	UAPTC Off-Campus Online

10. Click **OK**.
11. Click **Done**.



Note: It is recommended that you meet with an academic advisor before swapping to a new course or new course section.