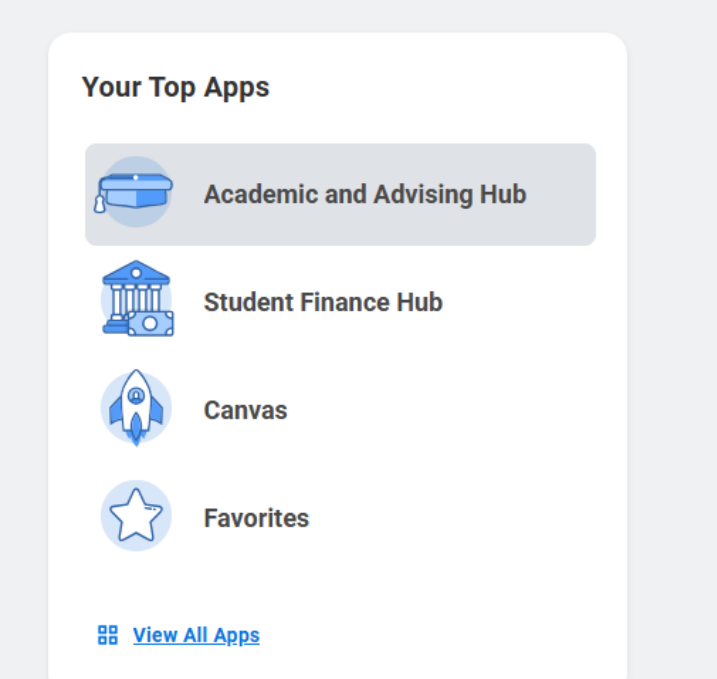
Swapping or Dropping a Course

Once you have registered, you can make changes to your schedule including swapping or dropping a course. You may swap or drop a course up to the ***second*** day of classes with no impact. After that point, you may drop a course up to the ***fifth*** day of classes with no impact. If you must remove a course following the fifth day of classes, you will need to withdraw from the course, which will appear on your transcript.

After logging into Workday, follow the steps below to carry out each process.

SWAPPING A COURSE

From your dashboard, click on "Academic and Advising Hub".



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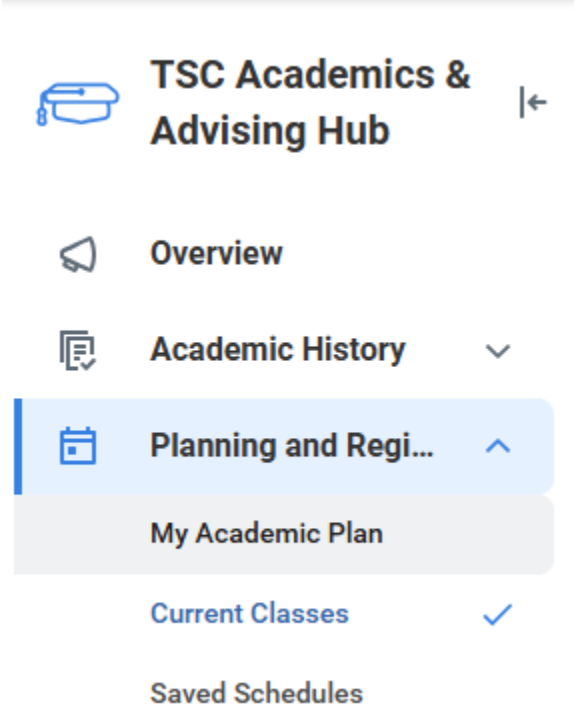
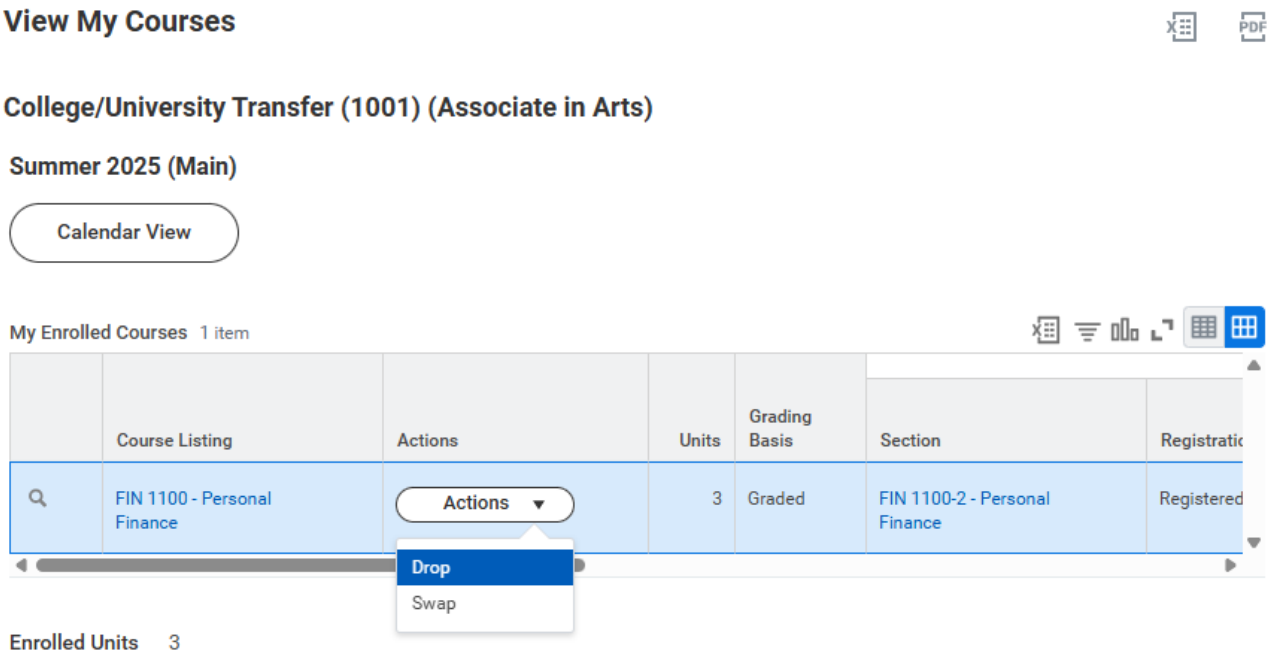
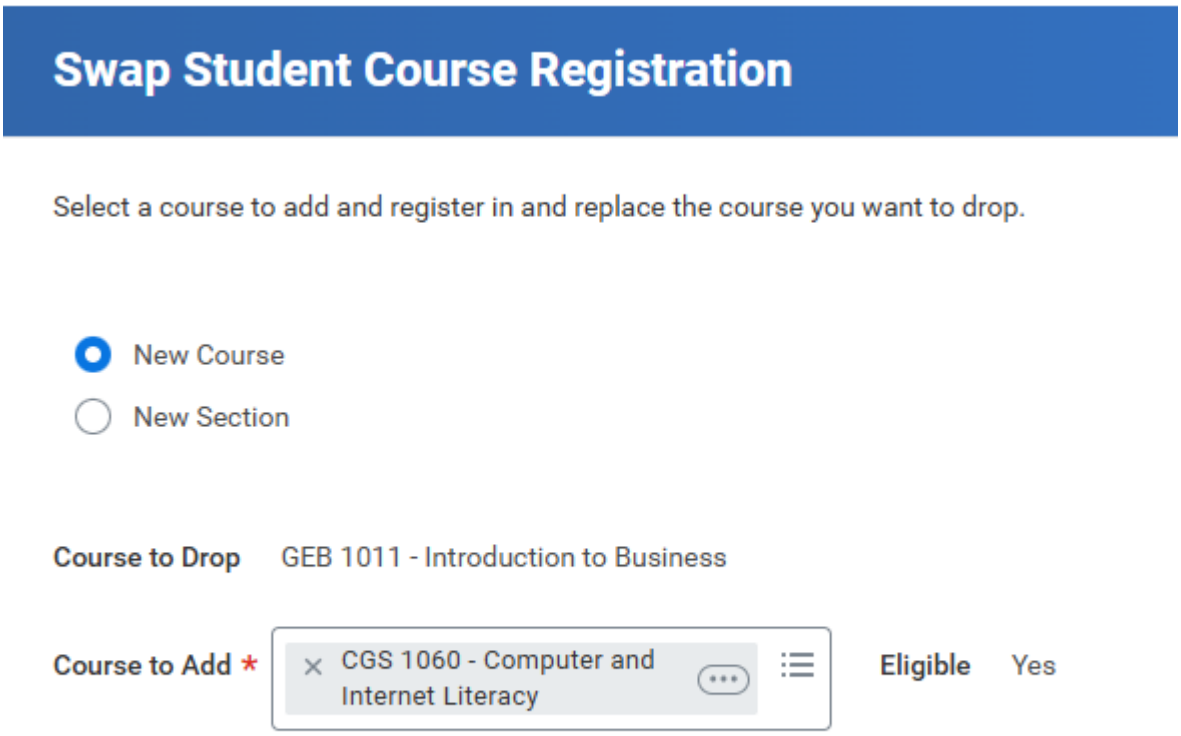
Select “Current Classes under Planning and Registration” from the Hubs Navigation.



In the “View My Courses” window, click Action and select Swap.



Click the bubble next to “New Course” or “New Section” as appropriate. “New Course” will pop up a box to search available options to swap the original course for a new one entirely (see example with new course chosen below), while “New Section” will simply provide available alternate sections of the same course. After making your selection, click the gold “OK” button at the bottom of the page to move on to choosing a new course section.



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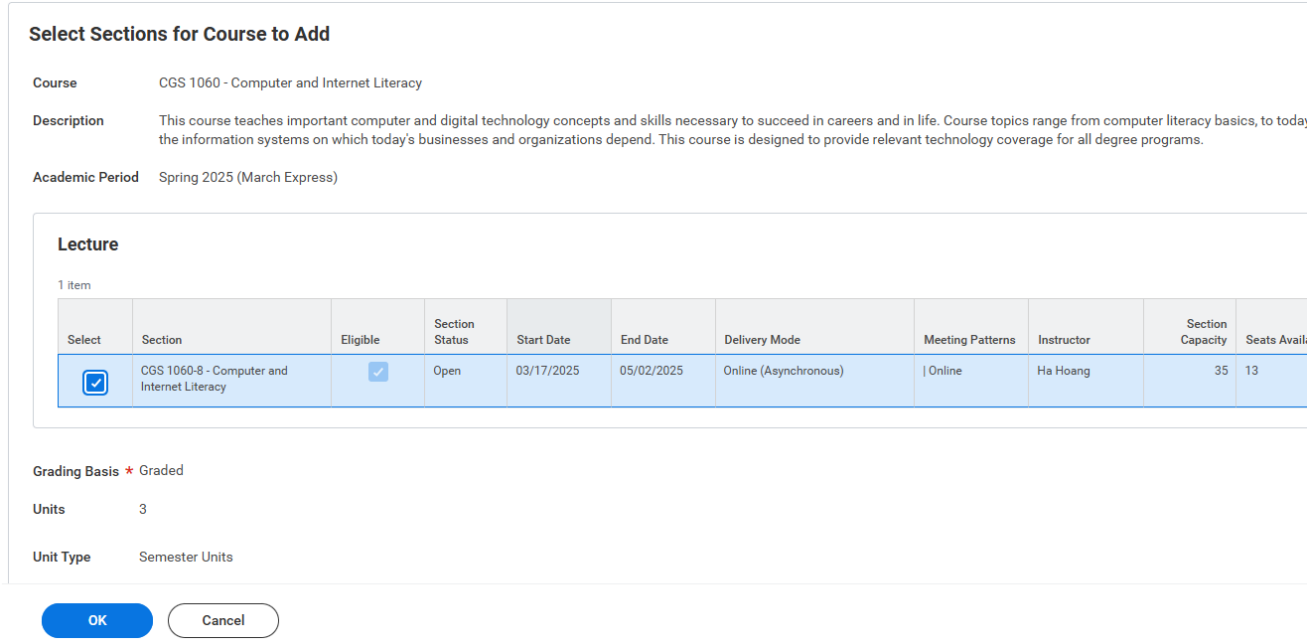
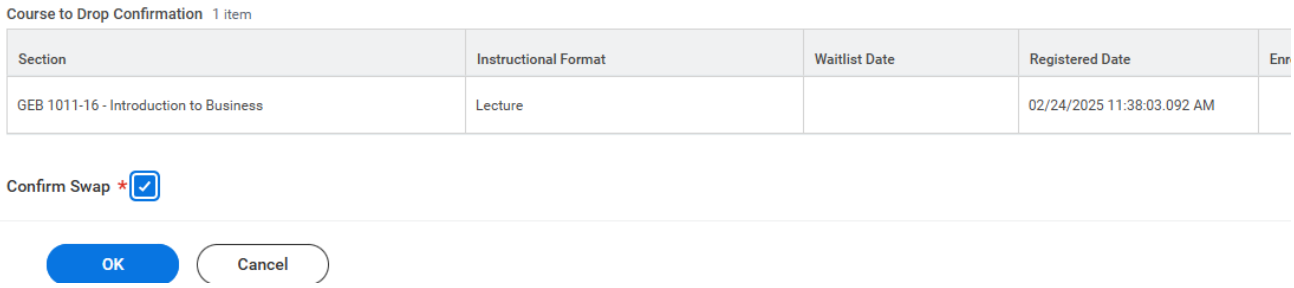
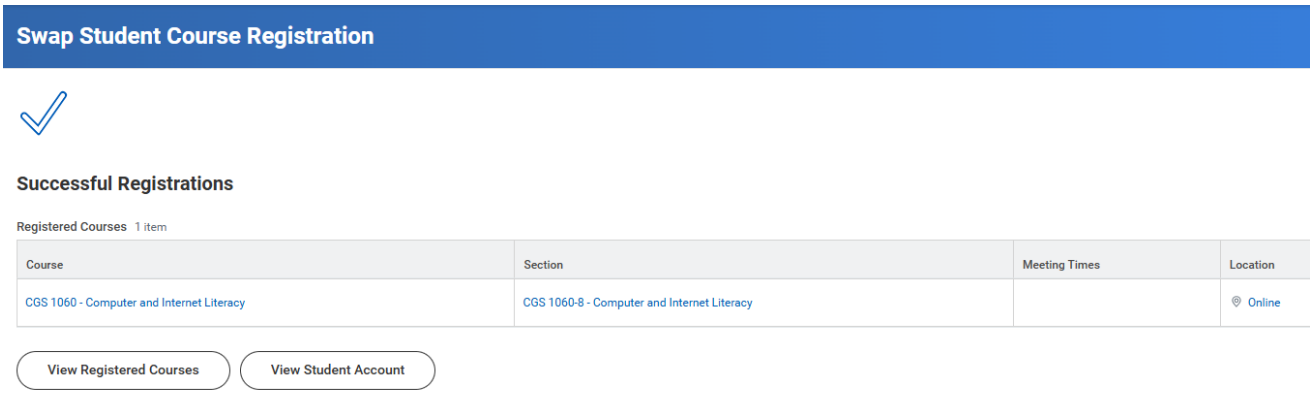
Click the box in the “Select” column next to the course section into which you’d like to swap (see arrow below).



Scroll to the bottom of the page to review the course you wish to drop, click the box next to “Confirm Swap” (see arrow below), and click the gold “OK” button.



You will see a confirmation screen. To swap or drop another course, click “View Registered Courses;” to go to your homepage, click “View Student Account.”



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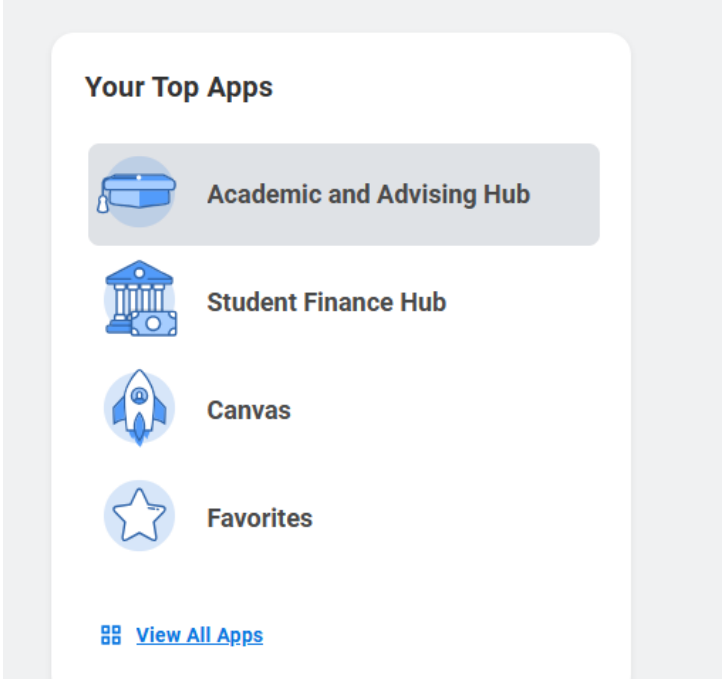
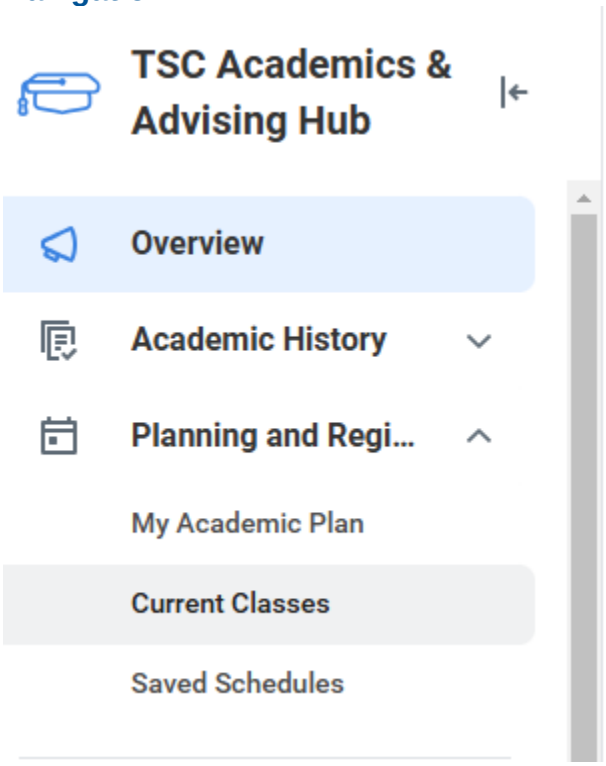
DROPPING A COURSE

From your dashboard, click on “Academic and Advising Hub”.



Select “Current Classes under Planning and Registration” from the Hubs Navigation.



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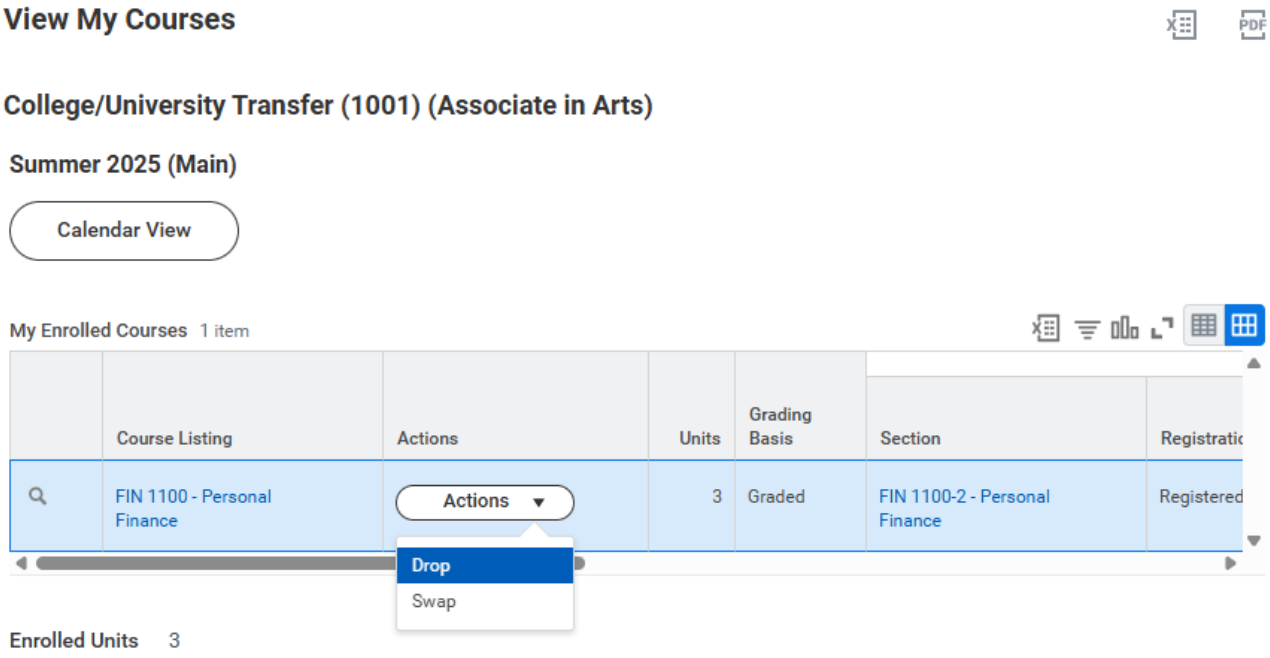
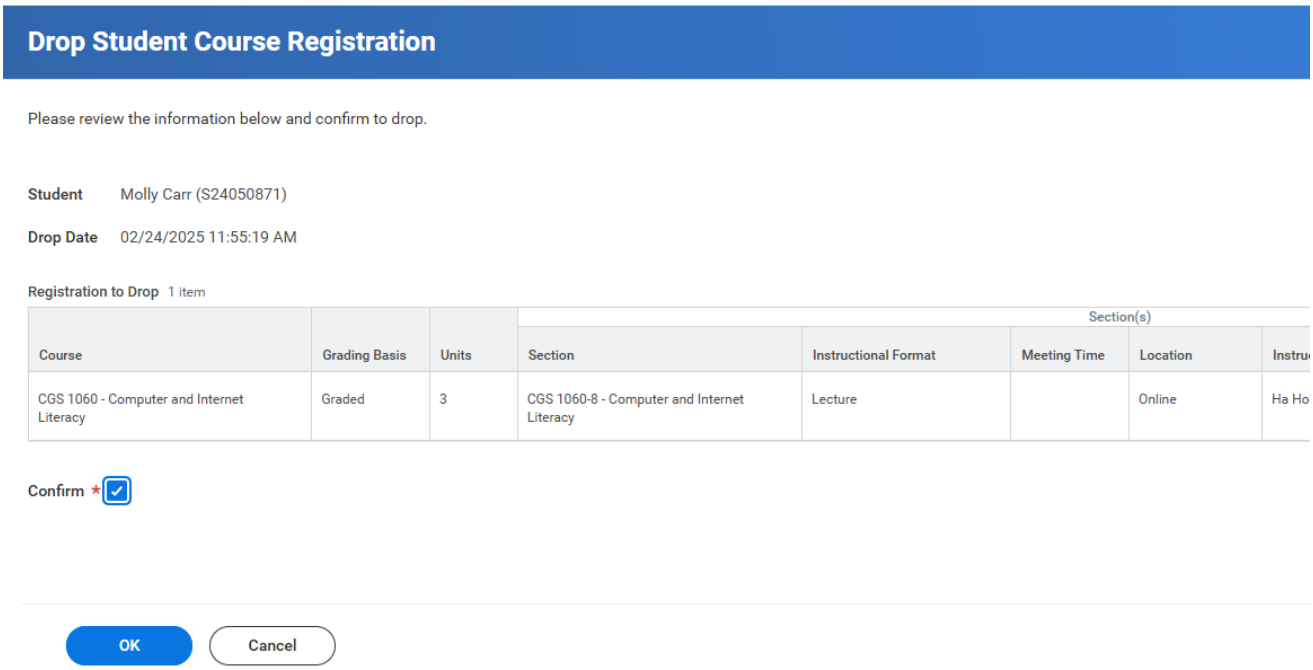
In the “View My Courses” window, click Action and select Swap.



Review the course you wish to drop and ensure the information is correct, then click the box next to “Confirm” and click “OK” button at the bottom of the page.



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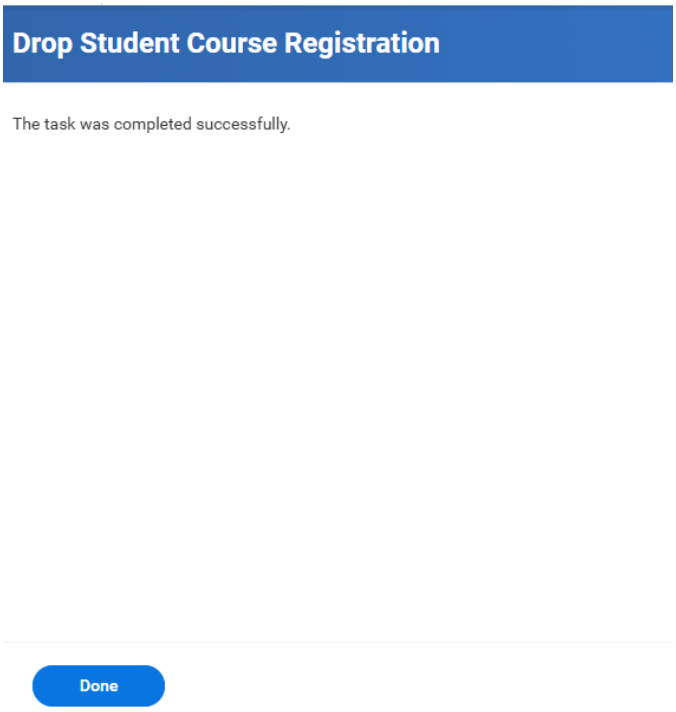
You will see a confirmation screen indicating the drop was successfully completed. Click “Done” to return to the “View My Courses” page.



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