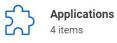


## **Overview**

This quick reference guide will cover how to drop or swap a class you have registered in. Note that you can only drop and swap the course without needing approval during the add/drop period.

## Process:

1. From the Workday homepage, click the <u>"Academics"</u> application.



Finances



Academics

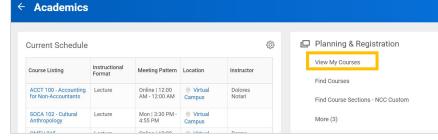


Favorites



Career

2. On your "Academics" dashboard, under "Planning & Registration" click <u>"View My Courses".</u>



3. The next screen will show the courses you are registered in.

View My Courses											E	
2021	ic Major (B.A.) Fall Semester											
View Schedule Edit Registration												-
	Course Listing		Grading Basis	Enrolled Sections								
		Units		Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date		-
٩	ENGL 130 - Academic Writing	3	Graded	ENGL 130-01 - Academic Writing	Lecture		Registered		09/02/2021	12/17/2021	Drop Sv	vap
Enrolle Load S	d Units 3 tatus Part-time											

- 4. The **Swap** button allows you to drop this course and select a new course in its place in a single step. This button will take you to the **Find Course Sections** page to locate your new class section.
- 5. The **Drop** button allows you to drop the course section. Note that if dropping the class would bring you below the required units, you may be asked to swap for another class instead.