



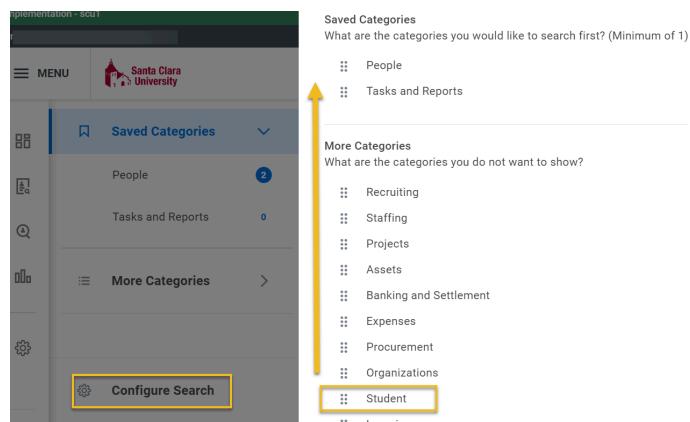
Add, Drop or Swap Courses for Student

Overview

In Workday, you can administratively drop a course for a student or swap, meaning drop one course and add another in the same step. This quick reference guide covers this process. Note: Students should drop courses on their own in their profile.

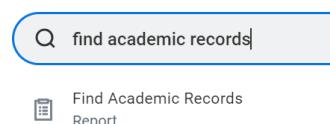
Process

1. First, you will search for a student record. The most convenient way to do this is to configure your search in Workday. On the *Search Page*, click on **Configure Search** drag **Student** up to the top.



NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.

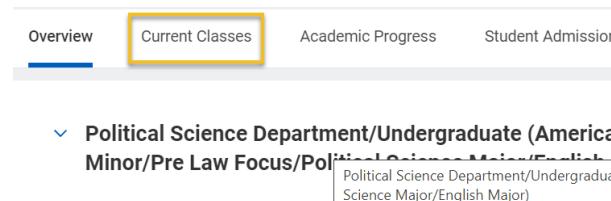
You can also enter **Find Academic Records** into the **Search Bar** and press **Enter**. This report will allow you to locate the student and click directly to their profile.



2. In the search results, click the appropriate name to access the student **Profile**.
3. On the student profile, click the **Academics** tab.



4. Click on **Current Classes** in the middle of the page.





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5. Locate the appropriate **Academic Period** on this screen and the course that should be dropped or swapped in the **My Enrolled Courses** grid.
6. There is an **Actions** button next to the course name.

My Enrolled Courses 4 items					
	Course Listing	Actions	Units	Grading Basis	Section
	OMIS 41 - Statistics and Data Analysis II	<input type="button" value="Actions"/>	4	Graded	OMIS 41-6 - Statistics and Data Analysis II
	MKTG 181 - Principles of Marketing	<input type="button" value="Actions"/>	5	Graded	MKTG 181-5 - Principles of Marketing (-)
	SOCI 143 - Spirituality in Diversified Societies	<input type="button" value="Actions"/>	5	Graded	SOCI 143-1 - Spirituality in Diversified Societies
	BUSN 188 - Field Studies: Neighborhood Prosperity Initiative	<input type="button" value="Actions"/>	2	Graded	BUSN 188-1 - Field Studies: Neighborhood Prosperity Initiative

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	MKTG 181 - Principles of Marketing	<input type="button" value="Actions"/>	5	Graded	MKTG 181-5 - Principles of Marketing (-)
	SOCI 143 - Spirituality in Diversified Societies	<input type="button" value="Actions"/>	5	Graded	SOCI 143-1 - Spirituality in Diversified Societies
	BUSN 188 - Field Studies: Neighborhood Prosperity Initiative	<input type="button" value="Actions"/>	2	Graded	BUSN 188-1 - Field Studies: Neighborhood Prosperity Initiative

7. If you do not see an option to drop, the student may have a hold preventing registration or may be outside of the *drop* period. If this is the case and you wish to drop the student anyway, locate the **Withdraw** option when you click on the **Actions** button. If Withdraw is not showing then the deadline has passed.

Note: The mark of "W" is assigned by the Office of the Registrar when a student completes the formal requirements for dropping a class or withdrawing from the University. A mark of "W" cannot be changed to any other grade or mark. A mark of "W" is included in the student's academic record and appears on the student's transcript, but is not included in the calculation of the student's grade point average.

8. After clicking your chosen button, follow the prompts on the screen to confirm the drop or withdraw..

Drop Student Course Registration

Please review the information below and confirm to drop.

Student [redacted]
Drop Date **02/28/2023** **08:36:14 AM**

Registration to Drop 1 item

Section(s)									
Course	Grading Basis	Units	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
ENGL 111 - Writing for Social Change	Graded	5	ENGL 111-01 - Writing for Social Change	Lecture				09/19/2022	12/02/2022

Confirm

OK **Cancel**

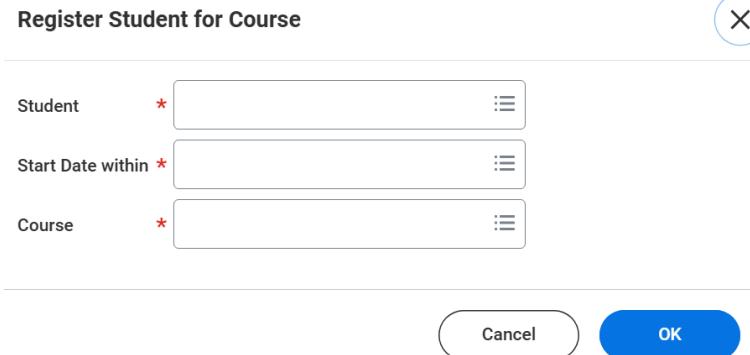


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Additional Register and Drop Options

1. In addition to dropping a student from the profile, you can also use the tasks **Register Student for Course** and **Drop Student from Course**. These tasks allow you to register a student who may have a hold. You can also back date the task.
2. To register a student type **Register Student for Course** in the search bar.
 - Enter the **Student**, **Start Date Within**, and **Course** name and click **OK**.

Register Student for Course



Student *

Start Date within *

Course *

Cancel OK

- On the *Register Student for Course* page choose the **Section** and **Grading Basis** and click **OK**.

Register Student for Course

Student

Academic Period Winter 2023 Quarter

Course ANTH 50 - World Geography

Registered Date * 03/06/2023 09:45:31 PM

Component Lecture

Section *	<input type="text"/> ANTH 50-1 - World Geography	...
Grading Basis *	<input type="text"/> Graded	...

OK Cancel

- If the student has any registration restrictions, you will see them listed on the next screen.
- To override any holds, click the Bypass and **Override Restrictions** button then click **OK**.

Bypass and Override Restrictions *

Registration Selection Details

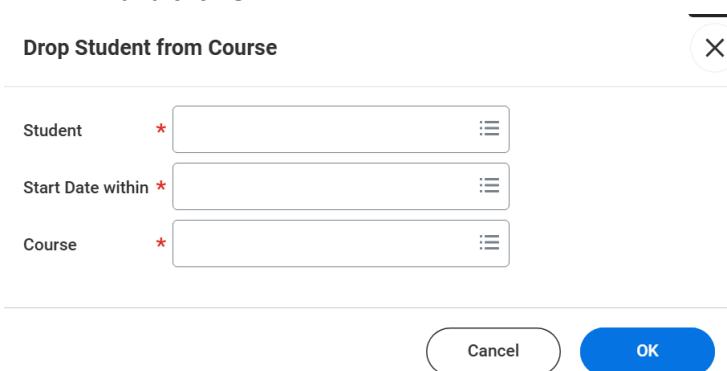
OK Cancel



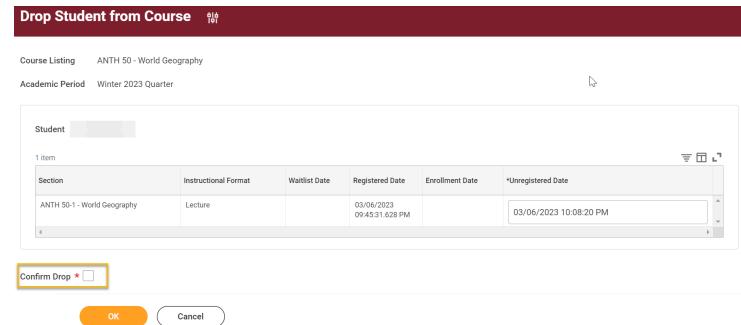
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- Review the confirmation page and click **Done**.
3. To drop a student, type **Drop Student from Course** in the search bar.
- Enter the **Student**, **Start Date Within**, and **Course** name and click **OK**.

Drop Student from Course



- Review the *Drop Student from Course* page. If all information is correct, select the **Confirm Drop** box and click **OK**.



- Review the confirmation page and click **Done**.