



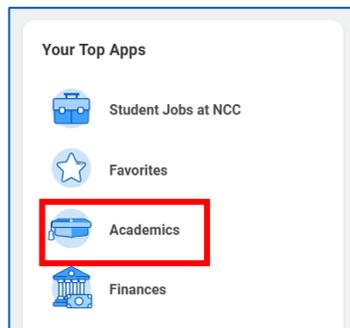
# Drop, Swap, or Withdraw from a Class

## Overview

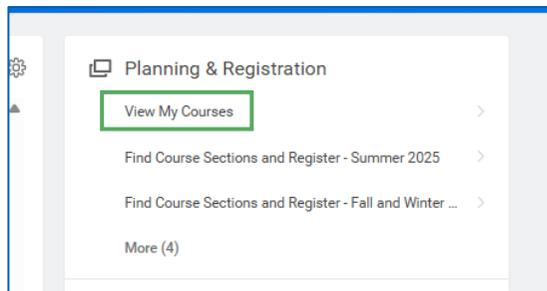
This quick reference guide will cover how to drop or swap a course section you are registered in. Course sections can only be dropped or swapped during the ADD/DROP period. See the Academic Calendar for dates. If you want to swap a course section after the Add/Drop period ends, you must submit an override request by completing the “Switch Section after Add Date” form in Workday. After the Add/Drop period ends, courses sections can no longer be “Dropped,” you must “Withdrawal” from the course. Note: A “W” grade will be posted to your Transcript when withdrawn from any course.

## Process:

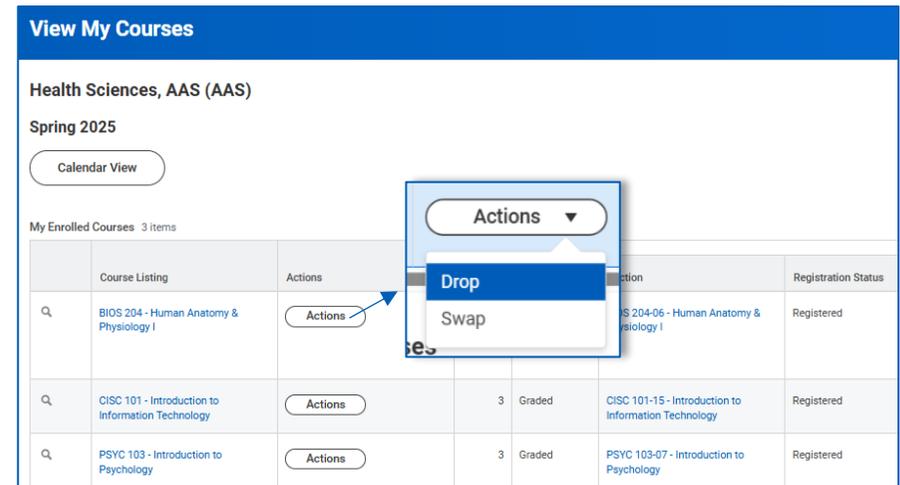
1. From the Workday homepage, click the **“Academics”** application under the **Your Top Apps** section.



2. On your **“Academics”** dashboard, under **Planning & Registration**, click on **View My Courses**.



3. Click the **Actions** button, choose **Drop or Swap**.
  - a. **Swap** allows you to drop the course and select a new course in its place in a single step. This action will take you to the **Find Course Sections** page to locate a new class section.
  - b. **Drop** allows you to drop the course section. Note that if dropping the class would bring you below the required units, you may need to swap for another class instead.



**NOTE:** The Drop and Swap actions are only visible during the ADD/Drop period



## Drop, Swap, or Withdraw from a Class

After the ADD/DROP Period Ends:

4. After the end of the ADD/DROP period, you may “Withdraw” from a course section.
  - a. Click the **Action** button, **Withdraw**.

Note: You will be withdrawn from the course and a “W” grade will be posted to your transcript

The screenshot shows the 'View My Courses' interface for a Health Sciences, AAS (AAS) program in Spring 2025. A table lists three enrolled courses. The first row is highlighted, and an 'Actions' dropdown menu is open over it, showing the 'Withdraw' option.

	Course Listing	Actions				Registration Status
Q	BIOS 204 - Human Anatomy & Physiology I	Actions			BIOS 204 - Human Anatomy & Physiology I	Registered
Q	CISC 101 - Introduction to Information Technology	Actions	3	Graded	CISC 101-15 - Introduction to Information Technology	Registered
Q	PSYC 103 - Introduction to Psychology	Actions	3	Graded	PSYC 103-07 - Introduction to Psychology	Registered

5. To **Swap** a course after the ADD/DROP period ends, from your **Academics** dashboard, under **Request Overrides**, click **Switch Sections after Add Date** form.
  - a. In the **Create Request** field search for the “Switch Sections after Add Date” form.
  - b. Complete all required information and click **Submit**.