

Dropping and Swapping Courses in Workday

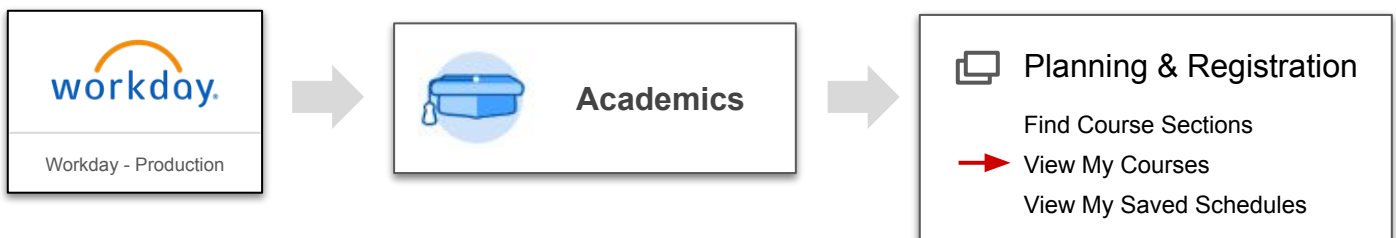
Quick Guide

Overview

After registration and prior to the add/drop deadline, you can use Workday to drop a registered course, swap a registered course for another course, or swap a course section for a section in the same course.

Accessing the Drop and Swap tasks

To get started, click the Workday tile in OneLogin



View My Courses

My Enrolled Courses

						Drop	Swap
						Drop	Swap
						Drop	Swap
						Drop	Swap

scroll as far right as possible →

drops you from an enrolled course

My Waitlisted Courses

						Drop
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drops you from the course waitlist