

## ADD, DROP, OR WITHDRAW FROM A COURSE

### Summary

This guide will help you understand the process for adding, dropping, or withdrawing from a course in Workday.

**NOTE:** Students should consult Campbellsville University’s academic policies and meet with academic advisors to ensure they fully understand any potential implications of adding, dropping, or withdrawing from courses. Students should specifically review the University’s policy on the add/drop period.

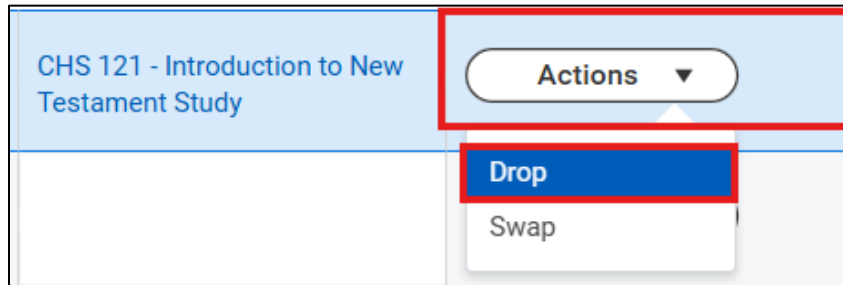
### Add a Course

To add a course, you will use the **Find Course Sections and Register** report to search for course sections and either register for them or add them to your saved schedule.

Instructions on how to register for a course or add it to a saved schedule can be found in the help guide titled **Register from Course Section Report**.

### Drop a Course

1. From the homepage, navigate to the **Menu** and click the **Academics** application.
2. Select **View My Courses** within the **Planning & Registration** section of the dashboard.
3. Locate the course section you wish to drop.
4. Click the **Actions** dropdown button next to the course section you wish to drop.
5. Select **Drop**.

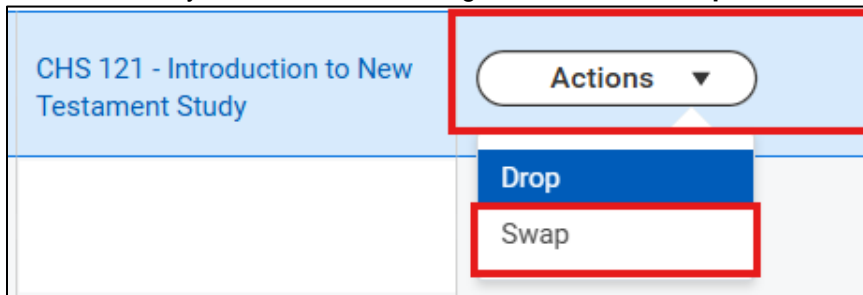


6. Click the **Confirm** checkbox.
7. Click **OK**.
8. Click **Done**.

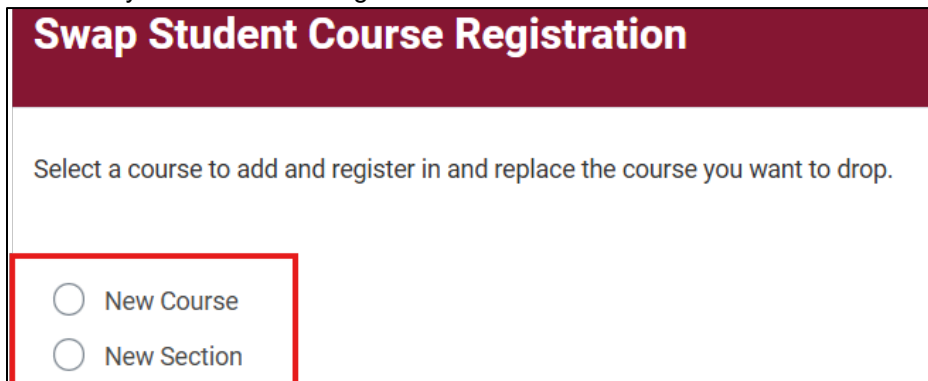
**NOTE:** If dropping the course reduces your course load to zero hours, Workday will prompt you to swap courses instead.

## Swap a Course

1. From the homepage, navigate to the **Menu** and click the **Academics** application.
2. Select **View My Courses** within the **Planning & Registration** section of the dashboard.
3. Locate the course section you wish to swap for another course or course section.  
**NOTE:** You must still be within your enrollment window to swap a class.
4. Click **Swap** next to the course section you wish to drop.  
**NOTE:** You may need to scroll to the right to locate the **Swap** button.



5. Indicate if you would like to register for a new course or a new course section.

A screenshot of a form titled 'Swap Student Course Registration'. The form has a dark red header with the title in white. Below the header, there is a text prompt: 'Select a course to add and register in and replace the course you want to drop.' At the bottom of the form, there are two radio button options: 'New Course' and 'New Section'. Both radio buttons are unselected, and the entire options area is highlighted with a red box.

6. When you have found the course or course section you want to add, click the **Confirm** checkbox.
7. Click **OK**.
8. Click **Done**.

## Withdraw from a Course

1. From the homepage, navigate to the **Menu** and click the **Academics** application.
2. Select **View My Courses** within the **Planning & Registration** section of the dashboard.
3. Locate the course section you wish to drop.
4. Click **Withdraw** next to the course section you wish to drop.
5. Click the **Confirm** checkbox.
6. Click **OK**.
7. Click **Done**.