

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 **Drop** next to the course section you wish to drop.

Q	MUS 125 - Understanding Music	2	Graded	MUS 125-02-FA-MUS - Understanding Music	Drop	Swap
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5. Click the **Confirm** checkbox.
6. Click **OK**.
7. Click **Done**.

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.
4. Click **Swap** next to the course section you wish to drop.

NOTE: You must still be within your enrollment window to swap a class.

NOTE: You may need to scroll to the right to locate the **Swap** button.

Q	MUS 125 - Understanding Music	2	Graded	MUS 125-02-FA-MUS - Understanding Music	Drop	Swap
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5. Indicate if you would like to register for a new course or a new course section.
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**.