



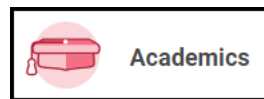
Drop / Withdraw from Course

Overview

This quick reference guide will cover how to drop or withdraw from a course. Note that withdrawing from a course takes place after the add/drop period, and as such will result in a grade of 'W' on your record.

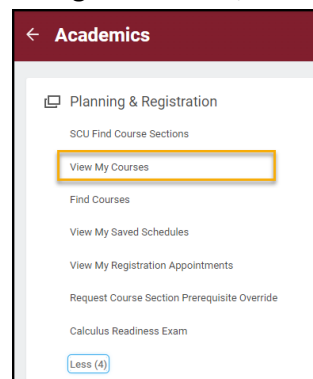
Process

1. After logging into Workday, click the **Academics** application. You can find it under the Main Menu bar, or under **Your Top Apps**.



2. The **Academics** dashboard provides links and information about your academic record.

3. In the **Planning and Registration** box, click **View My Courses**.



4. You will see a list of your current courses.

My Enrolled Courses 4 items

Course Listing	Actions	Units	Grading Basis	Section	Registration Status	Instructional Format	Delivery Mode
OMIS 41 - Statistics and Data Analysis II	Actions	4	Graded	OMIS 41-6 - Statistics and Data Analysis II	Registered	Lecture	In-Person
MKTG 181 - Principles of Marketing	Actions	5	Graded	MKTG 181-5 - Principles of Marketing ()	Registered	Lecture	In-Person
SOCI 143 - Spirituality in Diversified Societies	Actions	5	Graded	SOCI 143-1 - Spirituality in Diversified Societies	Registered	Lecture	In-Person
BUSN 188 - Field Studies: Neighborhood Prosperity	Actions	2	Graded	BUSN 188-1 - Field Studies: Neighborhood Prosperity	Registered	Independent Study	In-Person

5. During the add/drop period, buttons will appear next to the courses allowing you to drop them. Once this period has passed, the **Drop** option will not appear and you will see **Withdraw**. Click this button and work through the prompts to submit your withdrawal.

My Enrolled Courses 4 items

Course Listing	Actions	Units	Grading Basis	Section	Registration Status	Instructional Format	Delivery Mode
OMIS 41 - Statistics and Data Analysis II	Actions	4	Graded	OMIS 41-6 - Statistics and Data Analysis II	Registered	Lecture	In-Person
MKTG 181 - Principles of Marketing	Drop Swap	5	Graded	MKTG 181-5 - Principles of Marketing ()	Registered	Lecture	In-Person
SOCI 143 - Spirituality in Diversified Societies	Actions	5	Graded	SOCI 143-1 - Spirituality in Diversified Societies	Registered	Lecture	In-Person
BUSN 188 - Field Studies: Neighborhood Prosperity	Actions	2	Graded	BUSN 188-1 - Field Studies: Neighborhood Prosperity	Registered	Independent Study	In-Person