Swapping or Dropping a Course

Once you have registered, you can make changes to your schedule including swapping or dropping a course. You may swap or drop a course up to the second day of classes with no impact. After that point, you may drop a course up to the fifth day of classes with no impact. If you must remove a course following the fifth day of classes, you will need to withdraw from the course, which will appear on your transcript.

After logging into Workday, follow the steps below to carry out each process.

**SWAPPING A COURSE**

Select “TCC Academics” (see arrow below) from the Your Top Apps pane on the right side of your home page.

Select “View My Courses” (see arrow below) from the Tasks pane on the right side of the TCC Academics page.

*All information within this document is based on a fictitious student and serves a training need only. None of the images, records or finances are from an actual student; the details are not meant to be accurate.*
In the “My Enrolled Courses” window, scroll all the way to the right and click “Swap” on the line of the course you want to swap (see arrow below).

View My Courses

College/University Transfer (1001) (Associate in Arts)
Fall 2020 (Main)

My Enrolled Courses: 3 Items

<table>
<thead>
<tr>
<th>Grading Basis</th>
<th>Section</th>
<th>Instructional Format</th>
<th>Meeting Patterns</th>
<th>Registration Status</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded</td>
<td>400/201-2 - Financial Accounting</td>
<td>Lecture</td>
<td>TR 1:50 PM - 3:05 PM</td>
<td>Registered</td>
<td>Gillian Drickland</td>
<td>09/24/2020</td>
<td>12/11/2020</td>
</tr>
<tr>
<td>Graded</td>
<td>PSY 201-20 - General Psychology</td>
<td>Lecture</td>
<td>MW 1:30 PM - 2:55 PM</td>
<td>Registered</td>
<td>Anne Campbell</td>
<td>09/14/2020</td>
<td>12/11/2020</td>
</tr>
<tr>
<td>Graded</td>
<td>SLS 1200-3 - College Success</td>
<td>Lecture</td>
<td>TR 9:50 AM - 11:40 AM</td>
<td>Registered</td>
<td>Gillian Drickland</td>
<td>09/24/2020</td>
<td>12/11/2020</td>
</tr>
</tbody>
</table>

Click the bubble next to “New Course” or “New Section” as appropriate. “New Course” will pop up a box to search available options to swap the original course for a new one entirely (see example with new course chosen below), while “New Section” will simply provide available alternate sections of the same course. After making your selection, click the gold “OK” button at the bottom of the page to move on to choosing a new course section.

Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

- New Course
- New Section

Course to Drop: PSY 201 - General Psychology

Course to Add: AMH 2020 - History of the United States II

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Click the box in the “Select” column next to the course section into which you’d like to swap (see arrow below).

Scroll to the bottom of the page to review the course you wish to drop, click the box next to “Confirm Swap” (see arrow below), and click the gold “OK” button.

You will see a confirmation screen. To swap or drop another course, click “View Registered Courses;” to go to your homepage, click “View Student Account.”

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DROPPING A COURSE

Select “TCC Academics” (see arrow below) from the Your Top Apps pane on the right side of your home page.

Select “View My Courses” (see arrow below) from the Tasks pane on the right side of the TCC Academics page.

In the “My Enrolled Courses” window, scroll all the way to the right and click “Drop” on the line of the course you want to drop (see arrow below).
Review the course you wish to drop and ensure the information is correct, then click the box next to “Confirm” (see arrow below) and click the gold “OK” button at the bottom of the page.

You will see a confirmation screen indicating the drop was successfully completed. Click “Done” to return to the “View My Courses” page.