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**

From your dashboard, click on “Academic and Advising Hub”.

Select “View My Courses” (see arrow below) from the Hubs Navigation, scrolling down Suggested Links pane on the left side of the page then click on “View My Courses.” (see arrow below).

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).
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.

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

Swap Student Course Registration

Select the sections and possible corequisite sections for the course you want to add. Review and confirm the course to drop. If this course is a corequisite for another course you’re registered in, you must drop both courses.

Select Sections for Course to Add

Course: AMH 2020 - History of the United States II
Description: A comprehensive survey of U.S. history from the Reconstruction era to the present. Provides perspective on the historical roots of America through examination of major issues and interpretations of U.S. history.
Academic Period: Fall 2020 (September Express)

Lecture

<table>
<thead>
<tr>
<th>Select</th>
<th>Section</th>
<th>Eligible</th>
<th>Section Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meeting Patterns</th>
<th>Instructor</th>
<th>Section Capacity</th>
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</thead>
<tbody>
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<td>AMH 2020-29 - History of the United States II</td>
<td>Open</td>
<td>09/14/2020</td>
<td>12/11/2020</td>
<td>MWF 8:00 AM - 9:05 AM</td>
<td>TCC Live (via Zoom sessions)</td>
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<tr>
<td></td>
<td>AMH 2020-30 - History of the United States II</td>
<td>Open</td>
<td>09/14/2020</td>
<td>12/11/2020</td>
<td>Main Campus</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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
From your dashboard, click on “Academic and Advising Hub”.

Select “View My Courses” (see arrow below) from the Hubs Navigation, scrolling down Suggested Links pane on the left side of the page then click on “View My Courses.” (see arrow below).

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).

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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.

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