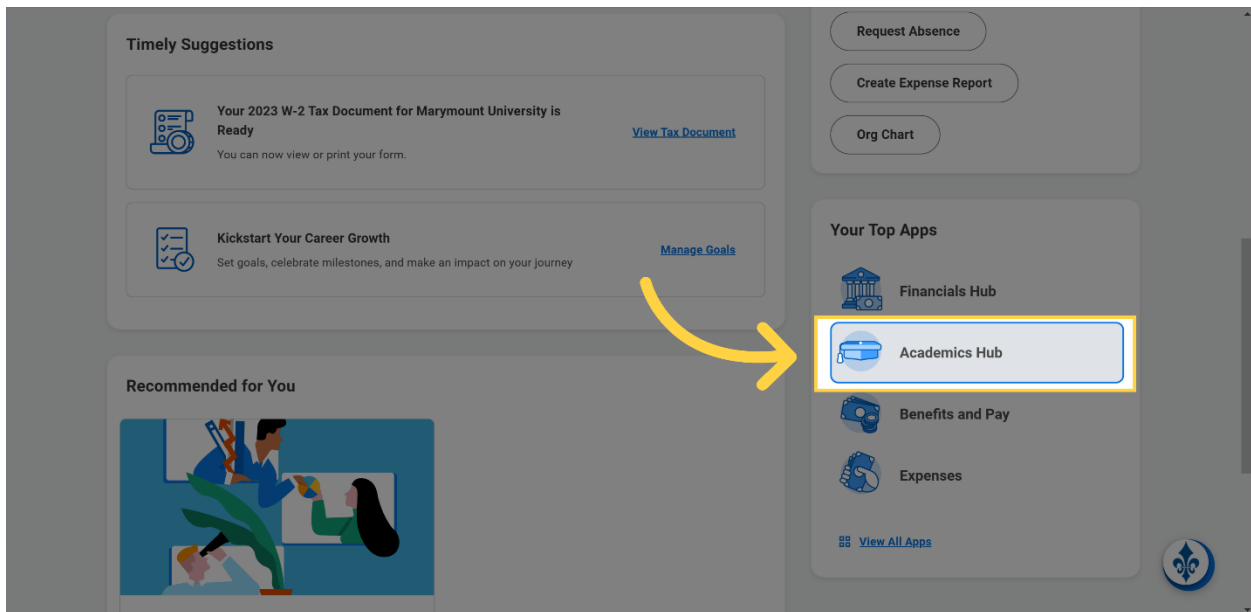


For Students: Drop or Swap a class in Workday

In Workday, managing your academic courses is crucial for students. This guide will walk you through adding, dropping, and swapping classes efficiently, ensuring you can navigate the Academics Hub, view course details, and complete necessary actions seamlessly.

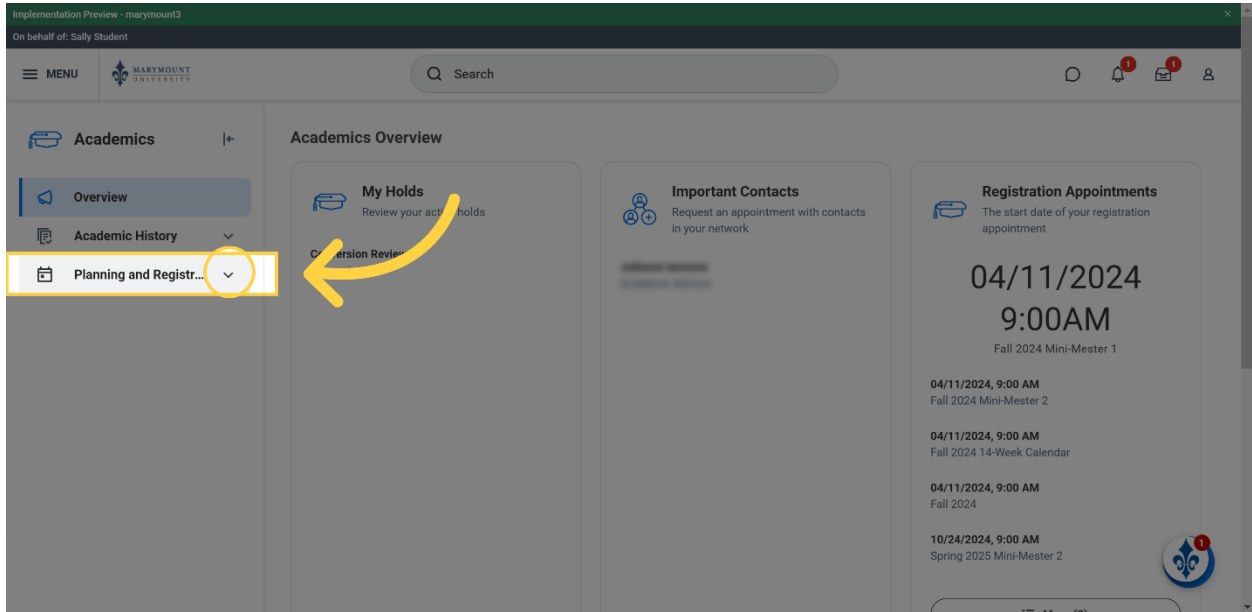
1. Academics Hub

From the main Workday screen, scroll to Your Top Apps tile and click on the Academics Hub icon.



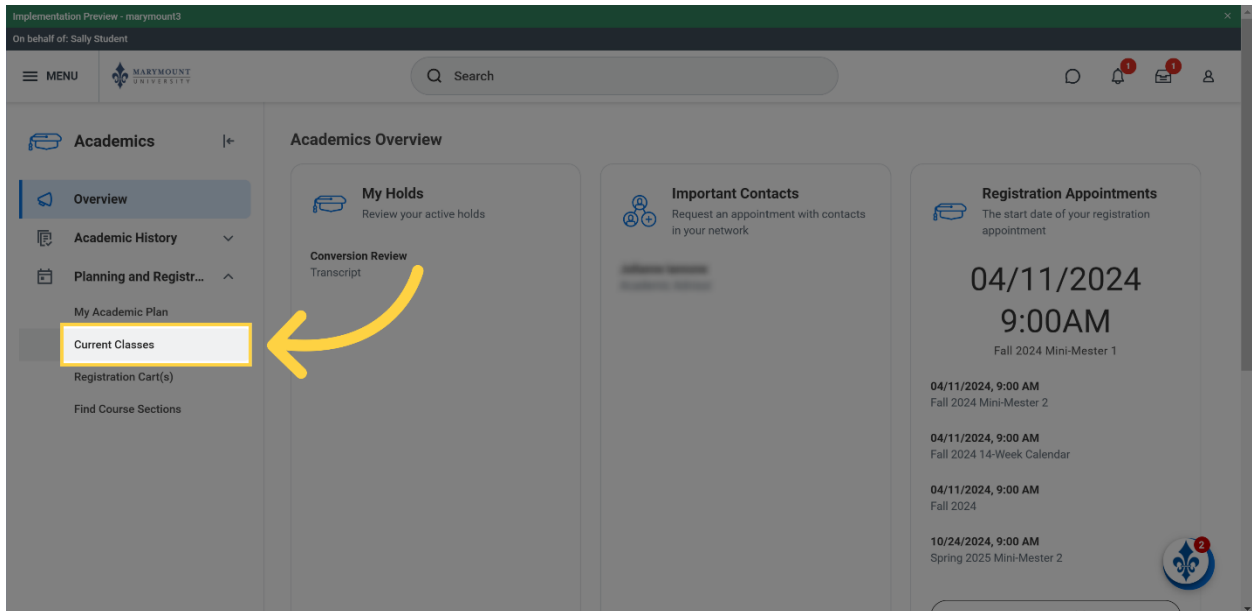
2. Planning and Registration

Click on the Planning and Registration down arrow



3. Current Classes

Access your current class information by clicking on Current Classes.



4. Current Classes

View your detailed course information.

The screenshot shows the 'View My Courses' page for Business Administration (MBA) (M.B.A.) in Spring 2024. The 'Current Classes' link in the left sidebar is highlighted with a yellow box, and a yellow arrow points from it to the 'My Enrolled Courses' table. The table is also highlighted with a yellow border.

Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registrar
MBA 514 - Business Analytics	3	Graded	MBA 514-A - Business Analytics	Lecture	Face to Face	Ball 4010	Register
MBA 516 - Business Law and Ethics	3	Graded	MBA 516-A - Business Law and Ethics	Lecture	Face to Face	Ball 3074	Register
MBA 517 - Leading in Business: Persp/Pra	3	Graded	MBA 517-A - Leading in Business: Persp/Pra	Lecture	Face to Face	Ball 5088	Register

5. Drop or Swap

If you are eligible to drop or swap a class, when you scroll all the way to the right on the class list, you will see the drop and swap buttons. Let's initiate the drop process for a course by clicking on the DROP button. Note: If you do not see the drop or swap buttons, it may be outside of the University's add drop period. If this is the case and you wish to drop the class anyways, the withdraw button will be in the same location.

The screenshot shows the 'View My Courses' page with the 'Drop' and 'Swap' buttons highlighted for the first course in the table. A yellow arrow points to the 'Drop' button. Another yellow arrow points to the scroll bar at the bottom of the table, indicating that the buttons are only visible when scrolling to the right.

mat	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	Drop	Swap
	Face to Face	Ball 4010	Registered		03/11/2024		Drop	Swap
	Face to Face	Ball 3074	Registered		03/11/2024	05/04/2024	Drop	Swap
	Face to Face	Ball 5088	Registered		03/11/2024	05/04/2024	Drop	Swap

6. Confirm

You will be asked to confirm your choice before the transaction is finalized. Click the confirmation button.

Implementation Preview - marymount2
On behalf of: Sally Student

Drop Student Course Registration

Please review the information below and confirm to drop.

Student: Sally Student
Drop Date: 02/21/2024 10:40:38 AM

Registration to Drop: 1 item

Course	Grading Basis	Credits	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
MBA 514 - Business Analytics	Graded	3	MBA 514-A - Business Analytics	Lecture		Ball 4010	Dr. Uma Kelekar	03/11/2024	05/04/2024

Confirm *

OK Cancel

7. OK

Click on the orange OK button in the bottom left-hand corner to finalize your Drop transaction.

Implementation Preview - marymount2
On behalf of: Sally Student

Drop Student Course Registration

Please review the information below and confirm to drop.

Student: Sally Student
Drop Date: 02/21/2024 10:40:38 AM

Registration to Drop: 1 item

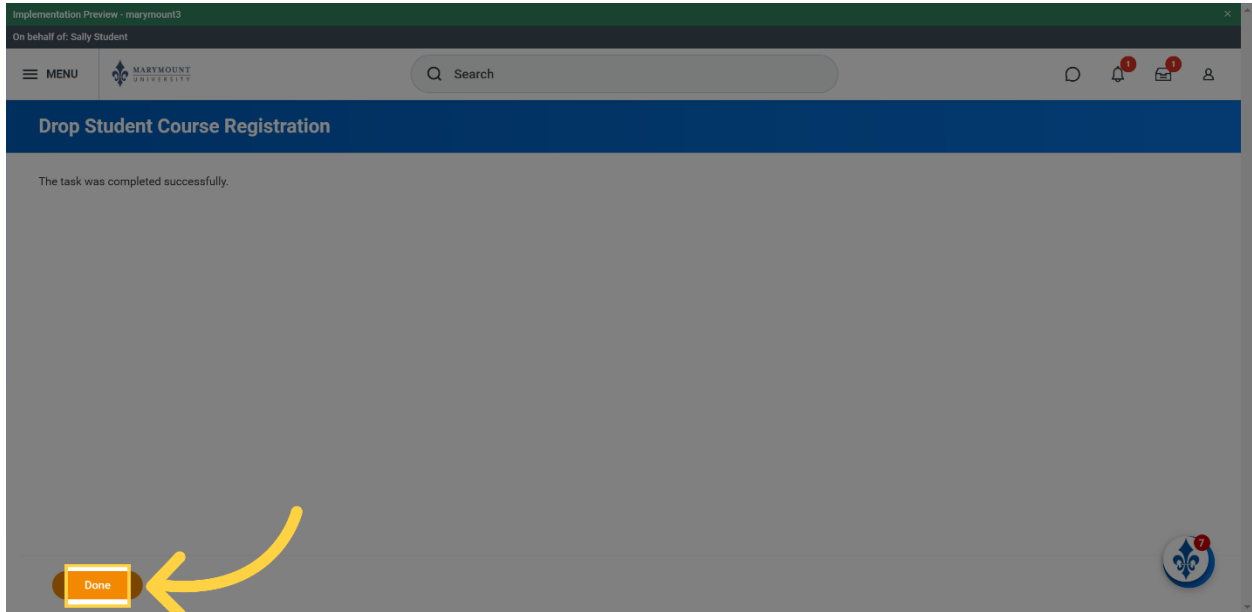
Course	Grading Basis	Credits	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
MBA 514 - Business Analytics	Graded	3	MBA 514-A - Business Analytics	Lecture		Ball 4010	Dr. Uma Kelekar	03/11/2024	05/04/2024

Confirm *

OK Cancel

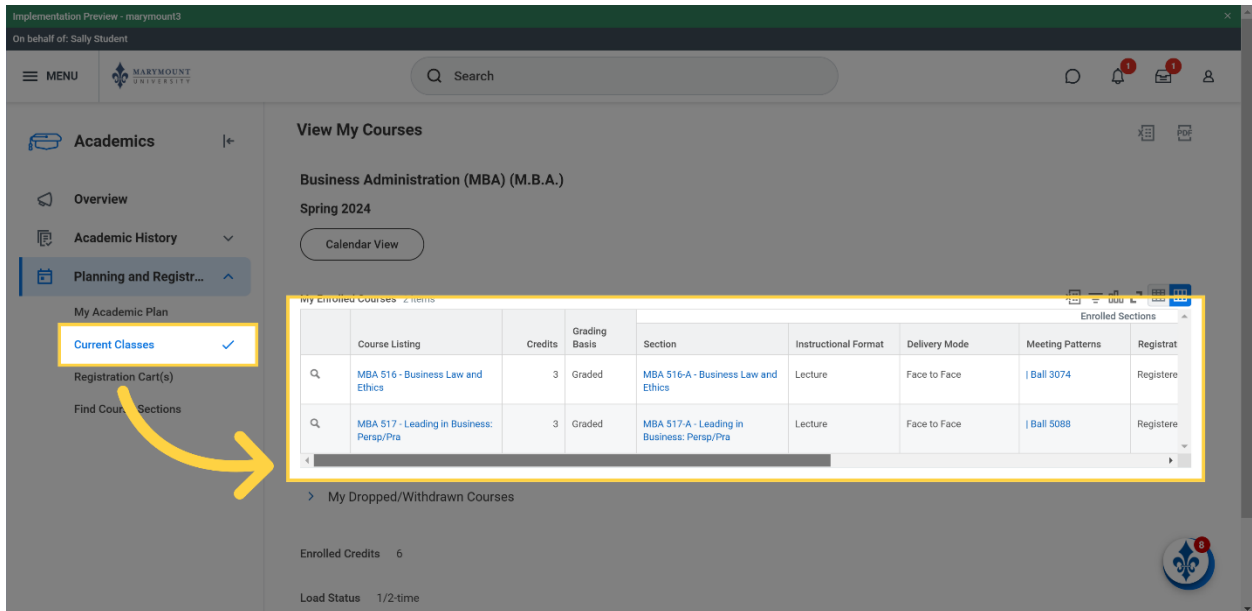
8. Done

Click on the orange DONE button in the bottom left-hand corner to complete the drop process.



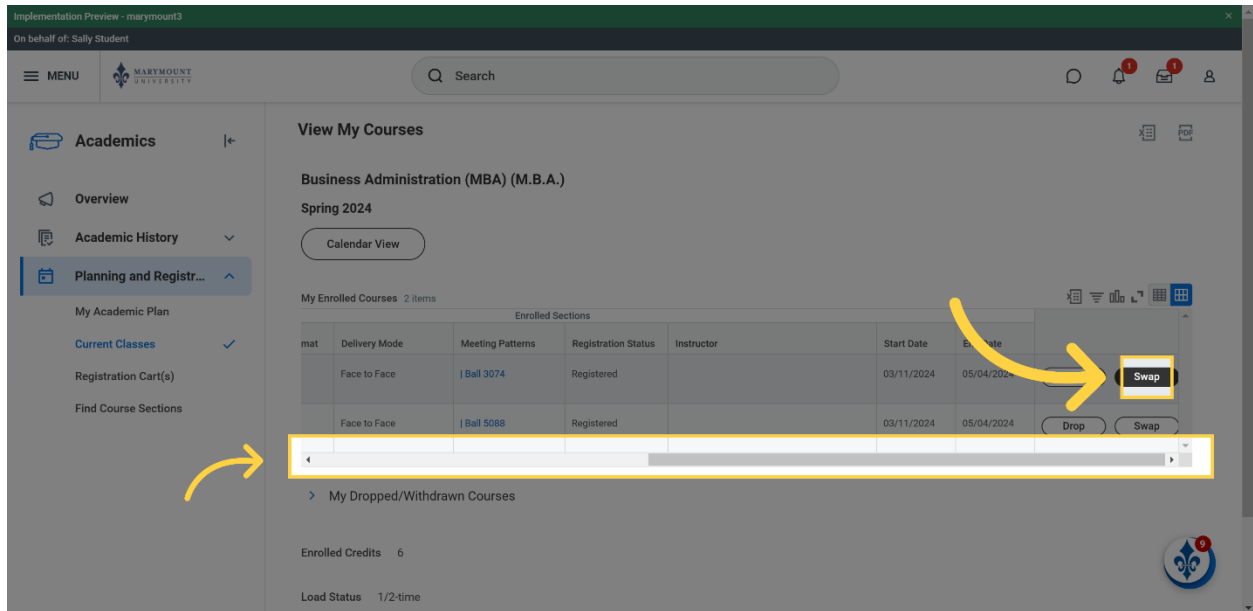
9. Current Classes

Let's now Swap a course. Return to your Current Class list.



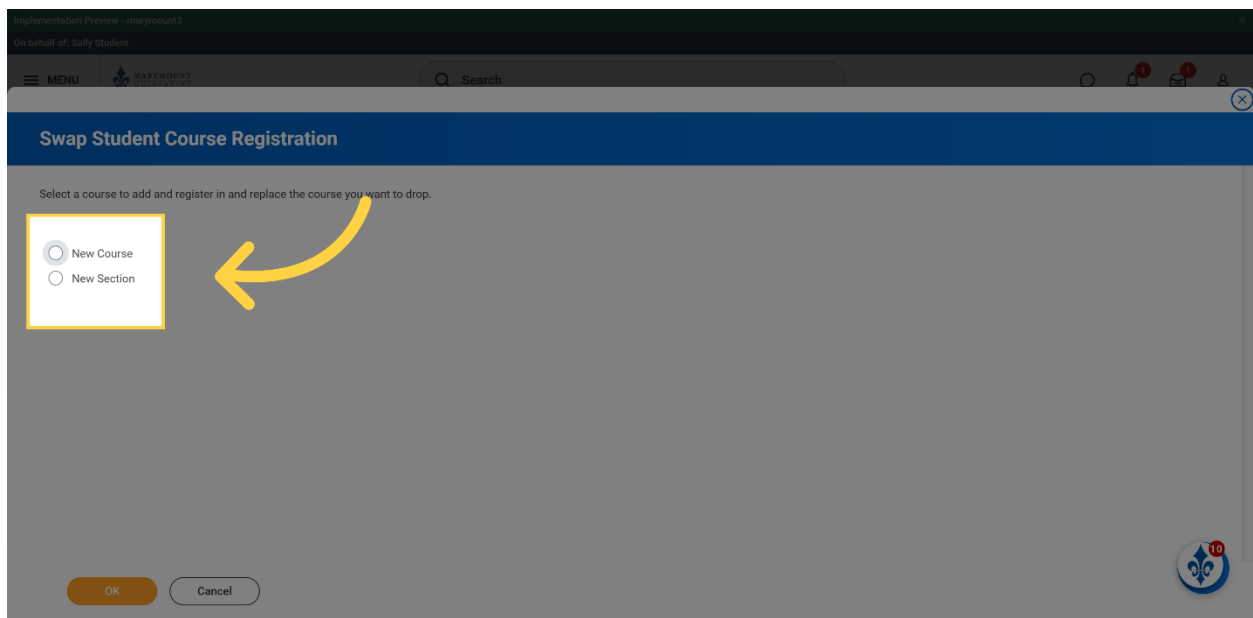
10. Swap

Scroll all the way to the right and look for the Swap button. Swapping means exchanging one class or class section for another. Start the course swap procedure by clicking on the Swap button.



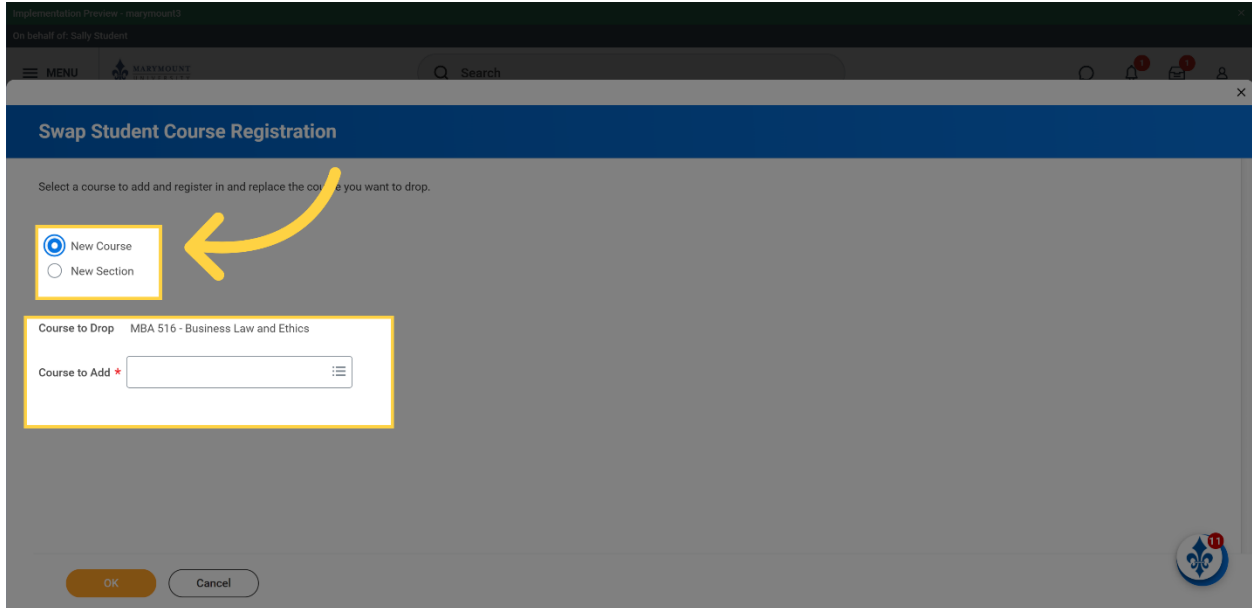
11. Swap

You can choose to swap a course or simply swap a new section of the course you are currently enrolled in. In this example, we will choose to swap a New Course by clicking on the New Course button.



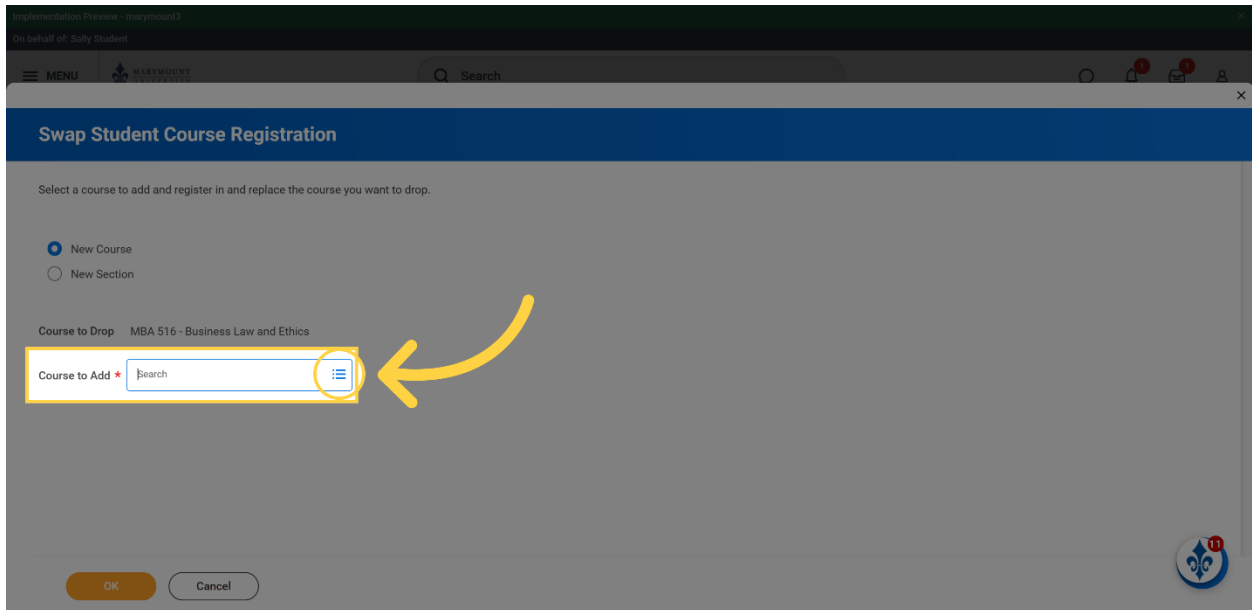
12. Review

When you click on the new course button, a new field will appear on your screen. The course you are dropping is listed and you are able to choose a new course to swap with.



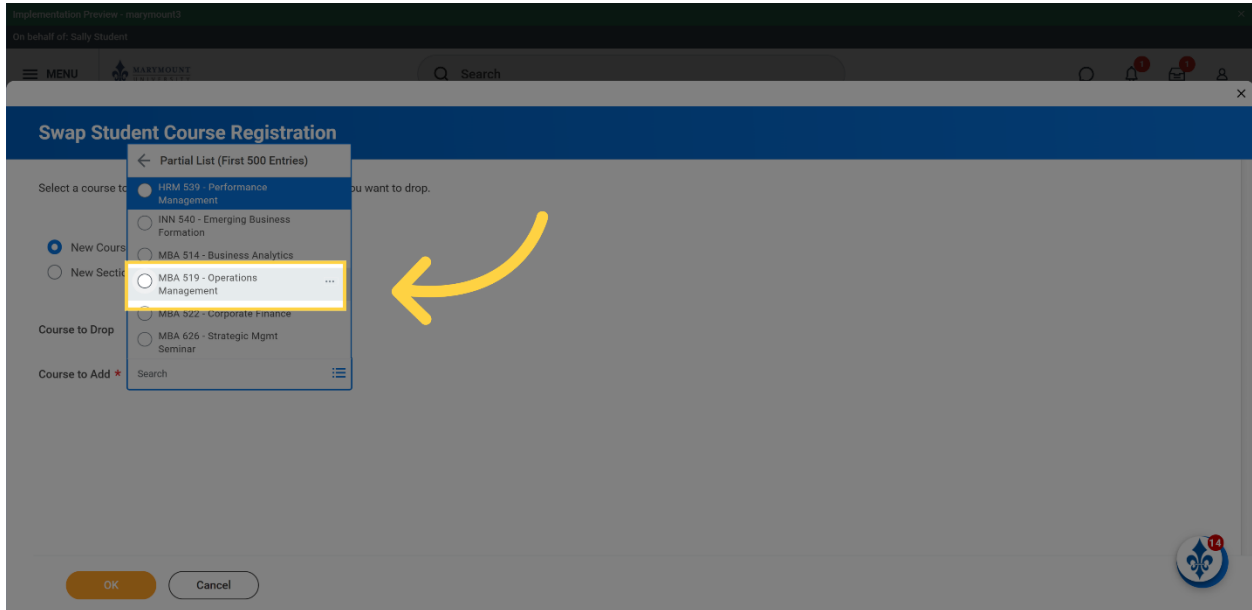
13. Search

Click the menu icon to see a list of available courses.



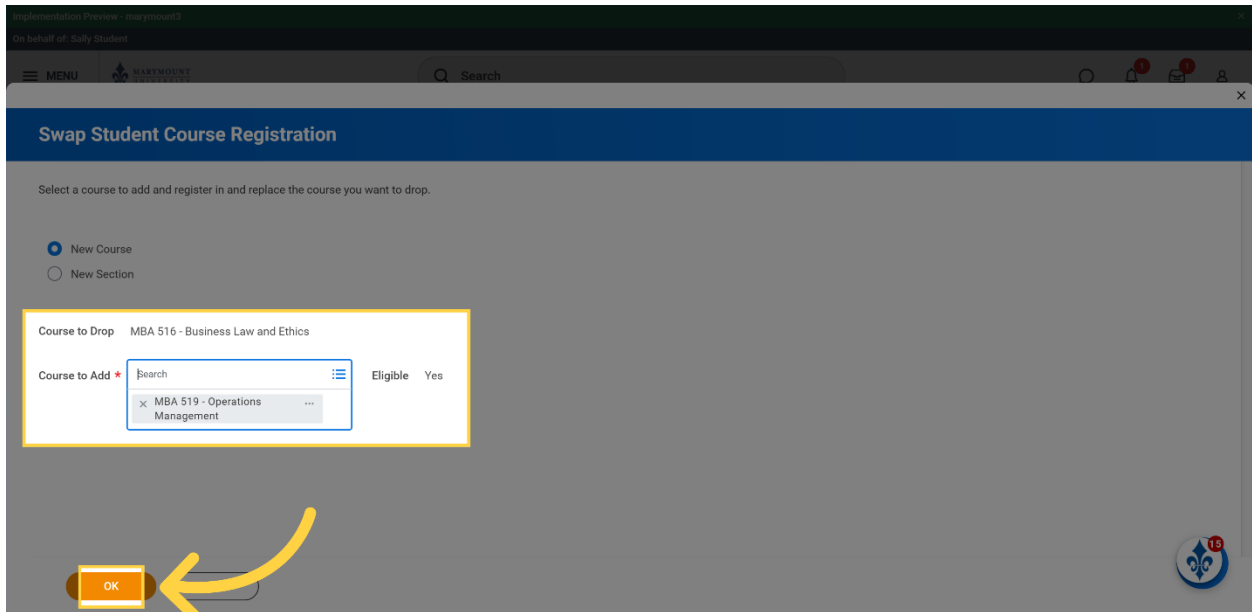
14. Choose a class

Once the course list appears, click on the button next to the class you would like to enroll in.



15. OK

After reviewing the course name you are dropping, and the course name you are adding, click the orange OK button at the bottom left hand corner of the screen.



16. Select

You will now be shown the details of the course you wish to add. Confirm the course and section by clicking on the Select button next to the course section name. Do NOT click on the OK button yet.

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: MBA 519 - Operations Management

Description: Examines the management of business operations, the tools and techniques used by operations managers in manufacturing and service industries, the interaction of production functions, and the synthesis of concepts and techniques relating to and enhancing the management of production systems and the provision of services. The course focuses on applying the operational methodologies covered in class to real world cases to solve business situations and address business issues that are challenging to managers in this global environment. (3)

Academic Period: Spring 2024 Mini-Mester 2

Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input type="checkbox"/>	MBA 519-A - Operations Management	<input checked="" type="checkbox"/>	Open	03/11/2024	05/04/2024	Face to Face	Ball 5036		25	6	25

OK Cancel

17. Review

Scroll down to the bottom of the page. Be sure you have clicked on the Select box showing your added class. Click on the CONFIRM SWAP box at the bottom of the page. And then click on the orange OK button to confirm your class swap.

Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	MBA 519-A - Operations Management	<input checked="" type="checkbox"/>	Open	03/11/2024	05/04/2024	Face to Face	Ball 5036		25	6	25

Grading Basis * X Graded

Credits 3

Credit Type Semester Credits

Course to Drop Confirmation 1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enrollment Date	Unregistered Date
MBA 516-A - Business Law and Ethics	Lecture		02/21/2024 11:29:01.482 AM		02/21/2024 11:30:03.537 AM

Confirm Swap *

OK Cancel

This guide covered navigating through the Academics Hub, accessing course information, dropping a course, and swapping courses in Workday effortlessly. Master the process with detailed instructions for a smooth academic experience.

For additional training materials and videos, please go to:

<HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT>