



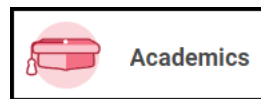
Drop / Withdraw from Course

Overview

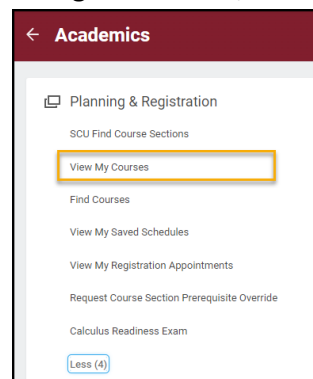
This quick reference guide will cover how to drop or withdraw from a course. Note that withdrawing from a course takes place after the add/drop period, and as such will result in a grade of W on your record.

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.

Course Listing	Units	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
PSYC 1 - General Psychology I	4	Graded	PSYC 1-1 - General Psychology I	Lecture	In-Person		Registered				Drop

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** button will disappear and you will see **Withdraw**. Click this button and work through the prompts to submit your withdrawal.

Course Listing	Units	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
ANTH 12A - Cultures and Ideas II	4	Graded	ANTH 12A-01 - Cultures and Ideas II (Humanities/Disseminated)	Lecture	In-Person	M/W F 8:00 AM - 9:05 AM / Rn 200 Loren Hall	Registered		01/09/2023	03/05/2023	Withdraw
PSU 1 - Introduction to U.S. Politics	4	Graded	PSU 1-1 - Introduction to U.S. Politics	Lecture	In-Person	M/W 1:00 PM - 3:20 PM / Rn 104 O'Connor Hall	Registered	Virginia Matton	01/09/2023	03/05/2023	Withdraw
ANTH 1 - Introduction to Biological Anthropology	0	Graded	ANTH 1-07 - Introduction to Biological Anthropology	Lecture	In-Person	M/W F 2:15 PM - 3:20 PM / Rn 114 Anywhere Vets Hall	Registered		01/09/2023	03/04/2023	

6. Your request will be routed to the appropriate users in Workday for review and approval. Once all necessary approvals have taken place, the course will appear in your record with a W grade.