



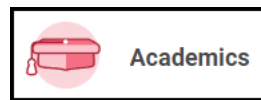
Swap a Course

Overview

This quick reference guide will cover how to swap a course.

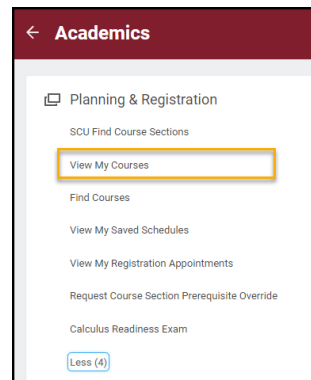
Process

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.



5. During the add/drop period, buttons will appear next to the courses allowing you to swap them. If you notice a horizontal scroll bar at the bottom of the screen where your courses are listed then use that to scroll all the way to the right to see the Swap button.

My Enrolled Courses 4 items

Course Listing	Units	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns
ECON 3 - International Economics, Development, and Growth	4	Graded	ECON 3-5 - International Economics, Development, and Growth (-)	Lecture	In-Person	M W F 2:15 PM - 3:20 308 Lucas Hall
ACTG 11 - Introduction to Financial Accounting	4	Graded	ACTG 11-4 - Introduction to Financial Accounting (-)	Lecture	In-Person	M W F 1:00 PM - 2:05 206 Lucas Hall
OMIS 30 - Introduction to Programming	4	Graded	OMIS 30-3 - Introduction to Programming	Lecture	In-Person	T Th 10:20 AM - 12:00 209 Lucas Hall
OMIS 41 - Statistics and Data Analytics II	4	Graded	OMIS 41-2 - Statistics and Data Analytics II	Lecture	In-Person	T Th 2:00 PM - 3:40 PM 310 Lucas Hall

My Enrolled Courses 4 items

Meeting Patterns	Registration Status	Instructor	Start Date	End Date	Drop	Swap
M W F 2:15 PM - 3:20 PM Rm 308 Lucas Hall	Registered	Rita Madarassy	09/18/2023	12/08/2023	Drop	Swap
M W F 1:00 PM - 2:05 PM Rm 206 Lucas Hall	Registered	Stacey Ritter	09/18/2023	12/08/2023	Drop	Swap
T Th 10:20 AM - 12:00 PM Rm 209 Lucas Hall	Registered	David Zimbra	09/18/2023	12/08/2023	Drop	Swap
T Th 2:00 PM - 3:40 PM Rm 310 Lucas Hall	Registered	Richard Schaffzin	09/18/2023	12/08/2023	Drop	Swap