

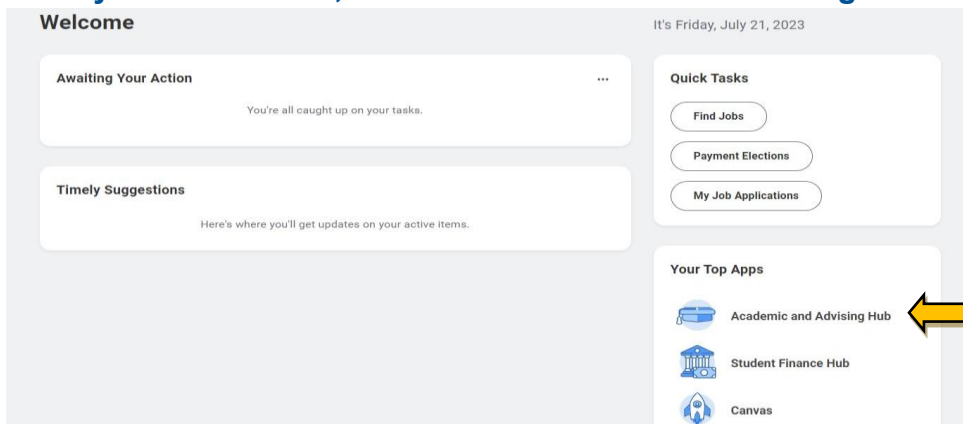
## Swapping or Dropping a Course

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).

#### View My Courses

College/University Transfer (1001) (Associate in Arts)

Fall 2020 (Main)

[View Schedule](#)

My Enrolled Courses 3 items

Units	Grading Basis	Enrolled Sections							Drop	Swap
		Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date		
3	Graded	ACG 2021-2 - Financial Accounting	Lecture	TR   9:30 AM - 10:45 AM   TCC Live (via Zoom sessions)	Registered	Edith Strickland	08/24/2020	12/11/2020	Drop	Swap
3	Graded	PSY 2012-30 - General Psychology	Lecture	MWF   2:30 PM - 3:35 PM   TCC Live (via Zoom sessions)	Registered		09/14/2020	12/11/2020	Drop	Swap
3	Graded	SLS 1510-3 - College Success	Lecture	MWF   8:00 AM - 8:50 AM   TCC Live (via Zoom sessions)	Registered	Anne Campbell	08/24/2020	12/11/2020	Drop	Swap

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 2012 - General Psychology

Course to Add \*  Eligible Yes

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

4 items

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Se Av
<input type="checkbox"/>	AMH 2020-29 - History of the United States II	<input checked="" type="checkbox"/>	Open	09/14/2020	12/11/2020	MWF   8:00 AM - 9:05 AM   TCC Live (via Zoom sessions)		35	34
<input checked="" type="checkbox"/>	AMH 2020-30 - History of the United States II	<input checked="" type="checkbox"/>	Open	09/14/2020	12/11/2020	Main Campus		35	30

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.

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Se Av
<input type="checkbox"/>	AMH 2020-29 - History of the United States II	<input checked="" type="checkbox"/>	Open	09/14/2020	12/11/2020	MWF   8:00 AM - 9:05 AM   TCC Live (via Zoom sessions)		35	34
<input checked="" type="checkbox"/>	AMH 2020-30 - History of the United States II	<input checked="" type="checkbox"/>	Open	09/14/2020	12/11/2020	Main Campus		35	30
<input type="checkbox"/>	AMH 2020-36 - History of the United States II	<input checked="" type="checkbox"/>	Open	09/14/2020	12/11/2020	MWF   11:15 AM - 12:20 PM   Main Campus		35	31
<input type="checkbox"/>	AMH 2020-37 - History of the United States II	<input checked="" type="checkbox"/>	Open	09/14/2020	12/11/2020	Main Campus	Melissa Hughes	35	11

**Grading Basis** \* Graded

**Unit Type** Semester Units

#### Course to Drop Confirmation

1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enrollment Date	*Unregistered Date
PSY 2012-30 - General Psychology	Lecture		07/27/2020 11:21:16.329 AM		07/28/2020 02:24:27.696 PM

**Confirm Swap** \*

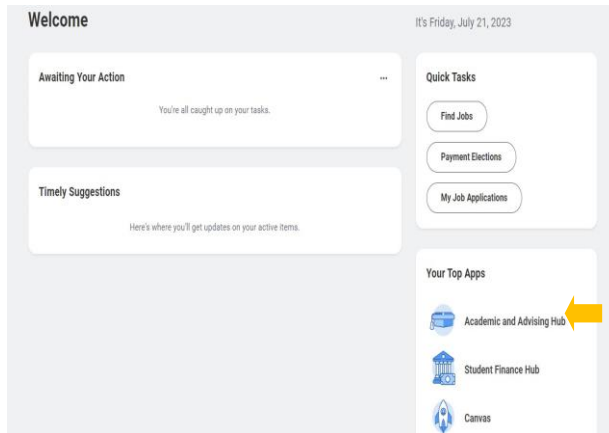
OK
Cancel

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.”

*\*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.*



## 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).

**View My Courses**  

**College/University Transfer (1001) (Associate in Arts)**  
**Fall 2020 (Main)**  
[View Schedule](#)

My Enrolled Courses: 3 items    

Credits	Grading Basis	Enrolled Sections							Drop	Swap
		Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date		
3	Graded	ACG 2021-2 - Financial Accounting	Lecture	TR   9:30 AM - 10:45 AM   TCC Live (via Zoom sessions)	Registered	Edith Strickland	08/24/2020	12/11/2020		
3	Graded	PSY 2012-30 - General Psychology	Lecture	MWF   2:30 PM - 3:35 PM   TCC Live (via Zoom sessions)	Registered		09/14/2020	12/11/2020		
3	Graded	SLS 1510-3 - College Success	Lecture	MWF   8:00 AM - 8:50 AM   TCC Live (via Zoom sessions)	Registered	Anne Campbell	08/24/2020	12/11/2020		

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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.

## Drop Student Course Registration

Please review the information below and confirm to drop.

Student Kanu Belleveit  
Drop Date 07/28/2020 02:58:49 PM

Registration to Drop 1 item

Course	Grading Basis	Units	Section(s)				
			Section	Instructional Format	Meeting Time	Location	Instructor
ACG 2021 - Financial Accounting	Graded	3	ACG 2021-2 - Financial Accounting	Lecture	TR   9:30 AM - 10:45 AM	TCC Live (via Zoom sessions)	Edith Strickland

Confirm  

OK

Cancel

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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