

Drop/Withdraw a Course

Students should familiarize themselves with the [Academic Semester Calendar](#) to view drop and withdrawal deadlines.

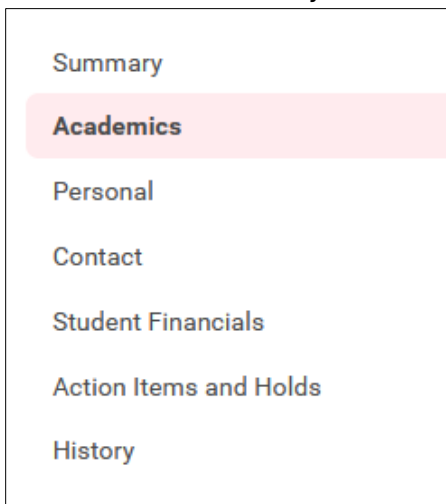
Difference between Drop and Withdraw:

Drop means to remove the course from the student’s record. The course will not appear on the student’s transcript, and no grade is assigned.

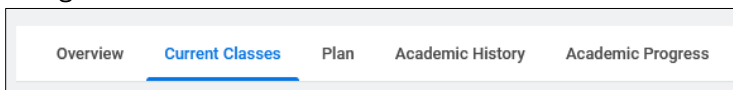
Withdraw means the course will appear on the student's transcript with a grade of W.

From the Workday Home page:

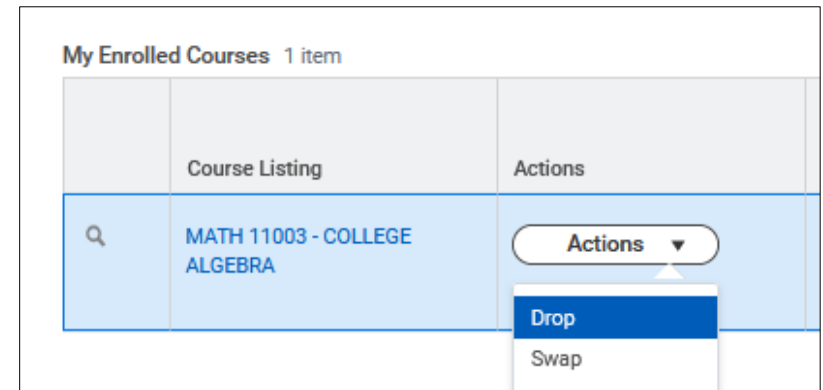
1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Academics** from your “Student Profile Menu.”



4. Navigate to the **Current Classes** tab.

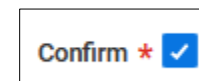


5. Under **My Enrolled Courses** locate the course that needs to be dropped/withdrawn and click the **Actions** button to display available enrollment actions.



**Please note that while we are in the “Drop with No-W” period, student will have the drop action. Once we enter the “Drop with W” period, students will have the withdraw action.

6. Check the box to **Confirm**.



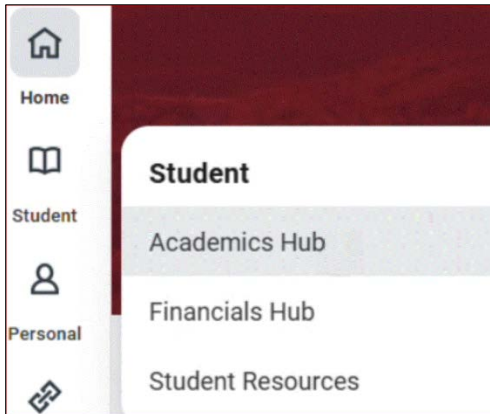
7. Click **OK**.

Important Note: After the Withdrawal Deadline, students will not be able to withdraw from any class or classes. Students must submit a [Term Withdraw Request](#) to withdraw from all classes that have not yet been completed.

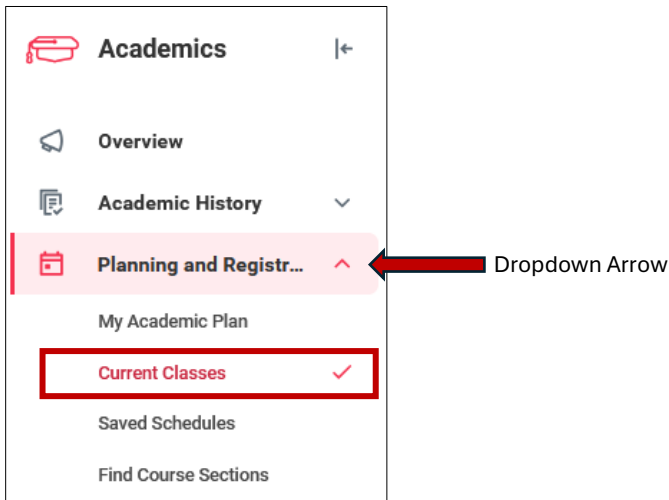
Drop/Withdraw a Course

Dropping/Withdrawing from **Academics Hub**:

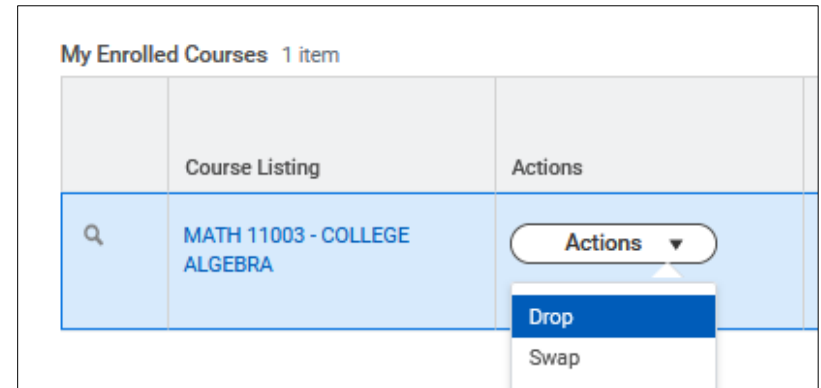
1. Hover over **Student** on the left side Menu.
2. Click on **Academic Hub**.



3. Click on the dropdown arrow for **Planning and Registration**.
4. Select **Current Classes** from the list.

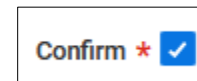


5. Under **My Enrolled Courses** locate the course that needs to be dropped/withdrawn and click the **Actions** button to display available enrollment actions.



**Please note that while we are in the “Drop with No-W” period, student will have the drop action. Once we enter the “Drop with W” period, students will have the withdraw action. Students should familiarize themselves with the [Academic Semester Calendar](#) to view drop and withdrawal deadlines.

6. Check the box to **Confirm**.



7. Click **OK**.

Important Note: After the Withdrawal Deadline, students will not be able to withdraw from any class or classes. Students must submit a [Term Withdraw Request](#) to withdraw from all classes that have not yet been completed.