

# STUDENT SELF-SERVICE: Swap, Drop, and Withdraw from Courses

This document explains how a student can swap sections for a course (or swap one course for another open course), drop a course, and withdraw from course(s).

The recommended browser for accessing Workday is Google Chrome, Mozilla Firefox, and Apple Safari may also be used.

For assistance or training using these procedures, contact the FHSU Registrar's Office, Picken Hall 302, at 785-628-4222 or registrar@fhsu.edu.

## TABLE OF CONTENTS

[Sign in to Workday](#)

[Swap Course Sections](#)

[Drop a Course](#)

[Withdraw from Course\(s\)](#)


- Withdraw from All Courses
- Withdraw from a Single Course

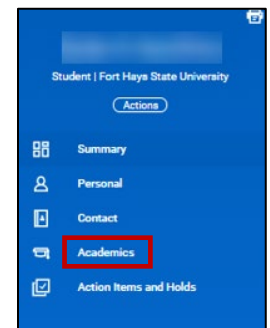
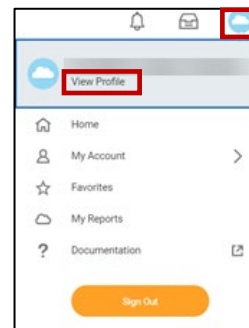
## Sign in to Workday

To access Workday, go to <https://www.myworkday.com/fhsu> and sign in using your TigerNetID username and password.

## Swap Course Sections

In Workday, students are able to swap one course **section** for another without losing their seat in the course. This is **only** available when registering for a course with multiple sections. Students can also swap one course out for another open course.

1. Navigate to your *Student Profile* by clicking on your **Profile Icon** .
2. Click **View Profile**, then select **Academics**.

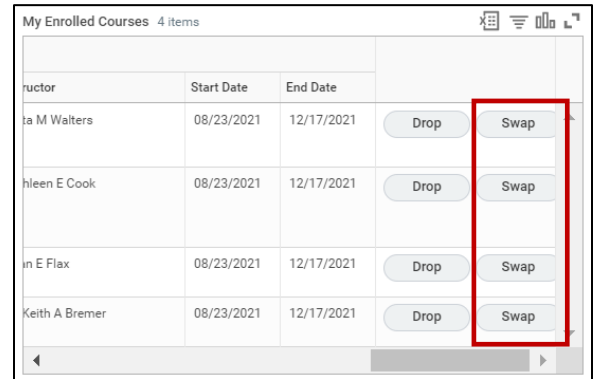


# STUDENT SELF-SERVICE: Swap, Drop, and Withdraw from Courses

3. Select the **Current Classes** tab.



4. Click **Swap** to the right of the course you want to swap. Next, you have **two options**:



a. **Option 1:** Select **New Course** to switch from one course to another (i.e., from ENG 101 to COMM 100).

- i. Ensure the **Course to Drop** is correct.
- ii. Type the new course in **Course to Add**.

iii. Click **OK** .

iv. Select the section of the new course.

v. Check **Confirm Swap**.

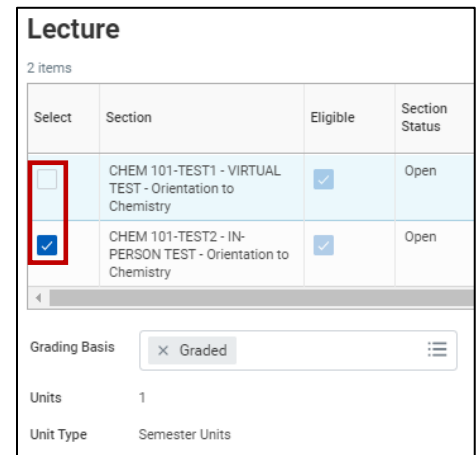
vi. Click **OK** .

b. **Option 2:** Select **New Section** to switch from one section to another (i.e., from ENG 101-A to ENG 101-B).

- i. Ensure the **Course for Section Swap** is correct
- ii. Select the new section.
- iii. **Uncheck** the old section.

iv. Click **OK** .

5. Click **Done** .

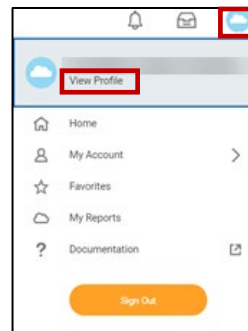


## Drop a Course

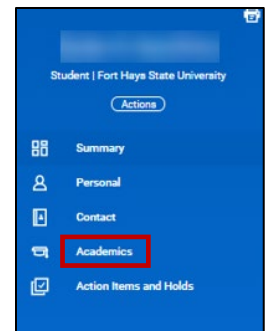
If you do not want to swap a course and wish to simply drop the course altogether, you can use the **Drop** task.

1. Navigate to your *Student Profile* by clicking on your



**Profile Icon** .



2. Click **View Profile**, then select **Academics**.



# STUDENT SELF-SERVICE: Swap, Drop, and Withdraw from Courses

3. Select the **Current Classes** tab.
4. Click **Drop** to the right of the course you want to drop.
5. Ensure the **Registration to Drop** is correct.
6. Click **Confirm**.
7. Click **OK** .
8. Click **Done** .







Instructor	Start Date	End Date	Drop	Swap
Ma M Walters	08/23/2021	12/17/2021	Drop	Swap
Aileen E Cook	08/23/2021	12/17/2021	Drop	Swap
Lin E Flax	08/23/2021	12/17/2021	Drop	Swap
Keith A Bremer	08/23/2021	12/17/2021	Drop	Swap

## Withdraw from Course(s)

Students are able to request withdrawals from registered courses in the current academic term. Withdrawals may only be requested within the add/drop/withdraw deadline.

### Withdraw from All Courses

1. Type **Request Withdrawal** in the **Search** bar and select the task.
2. Select the correct **Academic Record**.
3. Type the correct **Withdrawal Date**.
4. Click the prompt  to select the **Withdrawal Reason**.
5. Click **OK** .
6. Click the **checkbox**  to **Confirm Withdrawal**.
7. Type a comment with your reasoning in the **Comment Box**.
8. Click **Submit** .



Academic Record  - Health & Human Performance/Undergraduate (Bachelor of Science in Health and Human Performance) - 08/22/2016 - Active

Withdrawal Date  Falls Within Spring Semester 2020 (01/21/2020-05/15/2020)

Withdrawal Reason 

### Withdraw from a Single Course

Students who would like to request a withdrawal from an individual course should make an appointment with their Academic Advisor to begin the course withdrawal process.