

Overview:

This document explains how students can edit a registration using drop, swap, or withdraw from a course.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email the Office of the Registrar at registrar@findlay.edu.

Icons referred to in this document



Add Row



Prompt



Related Actions



Required Field

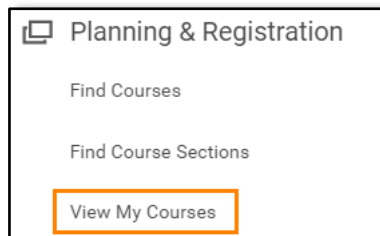


Radio Button

Course Swap

Note: During registration, you can use **Swap** to drop and add course sections concurrently, meaning your spot in the current course will not be dropped unless your new course section is added.

1. Click the **Academics** application on the Workday homepage.
2. Under *Planning & Registration*, click **View My Courses**.



3. All enrolled courses display.
4. Click **Swap**, in the far-right column of the desired course.

Business Management BSBM (BSBM)

2021 Spring

[View Schedule](#)

My Enrolled Courses 5 Items

	Course Listing	Hours	Grading Basis	Enrolled Sections						Drop	Swap	
				Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date			End Date
Q	BSAD 315 - Management of Organizations	3	Graded	BSAD 315-71 - Management of Organizations	Lecture		Registered		01/11/2021	03/07/2021	Drop	Swap
Q	BSAD 390 - Operations Management and Logistics	3	Graded	BSAD 390-71 - Operations Management and Logistics	Lecture		Registered		03/08/2021	05/02/2021	Drop	Swap
Q	BSAD 400 - Business Research	3	Graded	BSAD 400-71 - Business Research	Lecture		Registered		01/11/2021	03/07/2021	Drop	Swap
Q	BSAD 425 - Business Law and Regulations	3	Graded	BSAD 425-71 - Business Law and Regulations	Lecture		Registered		01/11/2021	03/07/2021	Drop	Swap
Q	MATH 141 - Calculus I	4	Graded	MATH 141-01 - Calculus I	Lecture	Monday/Wednesday/Thursday/Friday 9:00 AM - 9:50 AM MAIN Room 301	Registered		01/11/2021	05/06/2021	Drop	Swap

5. Click the **Radio Button** to **Swap** the current course for:

Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

New Course

New Section

6. A **New Course** – to swap the current course for a different course.

i. Enter the **Course to Add**.

New Course
 New Section

Course to Drop MATH 141 - Calculus I

Course to Add *

- ii. Click **OK**.
- iii. Click the **checkbox** to the left of the **New Course Section**.

Select Sections for Course to Add

Course MATH 250 - Calculus III

Description

Academic Period 2021 Spring

Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	MATH 250-01 - Calculus III	<input checked="" type="checkbox"/>	Open	01/11/2021	05/06/2021	BREW Room 109		999	994	0

iv. Click the **checkbox** to Confirm Swap.

Course to Drop Confirmation 1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enrollment Date	*Unregistered Date
MATH 141-01 - Calculus I	Lecture		12/10/2020 03:14:39.027 PM		12/10/2020 03:56:52.245 PM

Confirm Swap *

- v. Click **OK**.
- 7. A **New Section** – to swap the current course section for a different course section.
 - i. Verify the Course Section Swap.

New Course
 New Section

Course for Section Swap MATH 141 - Calculus I

- ii. Click **OK**.
- iii. Click the **checkbox** to the left of the **New Course Section**.

Course MATH 141 - Calculus I

Description

Academic Period 2021 Spring

Lecture

4 items

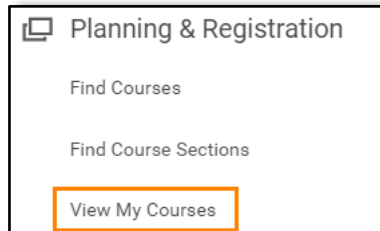
Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input type="checkbox"/>	MATH 141-01 - Calculus I	<input checked="" type="checkbox"/>	Open	01/11/2021	05/06/2021	Monday/Wednesday/Thursday/Friday 9:00 AM - 9:50 AM MAIN Room 301		999	993	0
<input checked="" type="checkbox"/>	MATH 141-BL - Calculus I	<input checked="" type="checkbox"/>	Open	01/11/2021	05/06/2021			999	999	0
<input type="checkbox"/>	MATH 141-MV - Calculus I	<input checked="" type="checkbox"/>	Open	01/11/2021	05/06/2021			999	999	0
<input type="checkbox"/>	MATH 141-WY - Calculus I	<input checked="" type="checkbox"/>	Open	01/11/2021	05/06/2021			999	999	0

iv. Click **OK**.

8. Click **Done**.

Drop a Course

1. Click the **Applications** application on the Workday homepage.
2. Under *Planning & Registration*, click **View My Courses**.



3. All enrolled courses display.
4. Click **Drop**, in the far-right column of the desired course.

Business Management BSBM (BSBM)
2021 Spring
View Schedule

My Enrolled Courses 5 items

Course Listing	Hours	Grading Basis	Enrolled Sections							Drop	Swap
			Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date		
BSAD 315 - Management of Organizations	3	Graded	BSAD 315-71 - Management of Organizations	Lecture		Registered		01/11/2021	03/07/2021	Drop	Swap
BSAD 390 - Operations Management and Logistics	3	Graded	BSAD 390-71 - Operations Management and Logistics	Lecture		Registered		03/08/2021	05/02/2021	Drop	Swap
BSAD 400 - Business Research	3	Graded	BSAD 400-71 - Business Research	Lecture		Registered		01/11/2021	03/07/2021	Drop	Swap
BSAD 425 - Business Law and Regulations	3	Graded	BSAD 425-71 - Business Law and Regulations	Lecture		Registered		01/11/2021	03/07/2021	Drop	Swap
MATH 141 - Calculus I	4	Graded	MATH 141-01 - Calculus I	Lecture	Monday/Wednesday/Thursday/Friday 9:00 AM - 9:50 AM MAIN Room 301	Registered		01/11/2021	05/06/2021	Drop	Swap

5. Click the **checkbox** to **Confirm** the drop.

Student **[Redacted]**

Drop Date 12/10/2020 04:23:48 PM

Registration to Drop 1 item

Course

BSAD 400 - Business Research

Confirm *

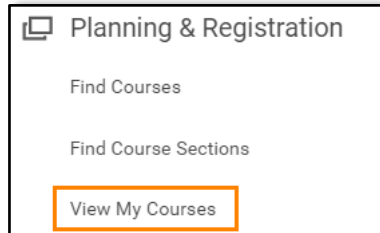
6. Click **OK**.

7. Click **Done**.

Note: At a certain point, you will not be able to drop or withdraw from a course. Please contact your advisor if you are trying to remove your last registration.

Withdraw from a Course

1. Click the **Applications** application on the Workday homepage.
2. Under *Planning & Registration*, click **View My Courses**.



3. All enrolled courses display.
4. Click **Withdraw** in the far-right column for the desired course.

My Enrolled Courses 1 item		Enrolled Sections									
Course Listing	Hours	Grading Basis	Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date		
CSCI 027 - ACM Student Chapter	0.5	Pass/Fail	CSCI 027-01 - ACM Student Chapter	Lecture	Friday 2:00 PM - 2:50 PM DAVS Room 182	Registered		08/17/2020	12/10/2020	Withdraw	

5. Click the **checkbox** to **Confirm Withdraw from Course**.

Withdrawal Date 12/11/2020 06:12:21.426 PM

Student A.J. [redacted] - College of Sciences/Undergraduate (BS) - 01/07/2019 - Active

Course CSCI 027 - ACM Student Chapter

Section Registrations for Withdraw 1 item

Course	Grading Basis	Hours	Withdrawal Grade	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
CSCI 027 - ACM Student Chapter	Pass/Fail	0.5	W	CSCI 027-01 - ACM Student Chapter	Lecture	Friday 2:00 PM - 2:50 PM	DAVS Room 182		08/17/2020	12/10/2020

Confirm Withdraw from Course

6. Click **OK**.
7. Click **Done**.
8. The course displays under the **My Dropped/Withdrawn Courses**.

Dropped/Withdrawn Sections											
Course Listing	Hours	Grading Basis	Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date		
CSCI 027 (BS) - ACM Student Chapter	3	Graded	CSCI 027-01 - ACM Student Chapter	Lecture	Monday/Wednesday/Friday 12:00 PM - 12:50 PM DAVS Room 2225	Withdrawn		08/17/2020	12/10/2020		

9. The **Course** displays a grade of **W**.
Note: At a certain point, you will not be able to drop or withdraw from a course. Please contact your advisor if you are trying to remove your last registration.

Waitlist Overview

- Students automatically appear on a waitlist when attempting to register into a course section which has reached capacity.
- When an open seat becomes available, Workday:
 - Sends the student a Workday notification.
 - Student chooses to add course, drop from waitlist, or skip and remain on the waitlist.
- A waitlisted student that is eligible to register will have 24 hours to respond to the notification. After the expiration time, the student will no longer be able to take registration action and the next student on the waitlist will be notified.
Note: A student that does not respond will retain their place in line if another spot opens in the course.