

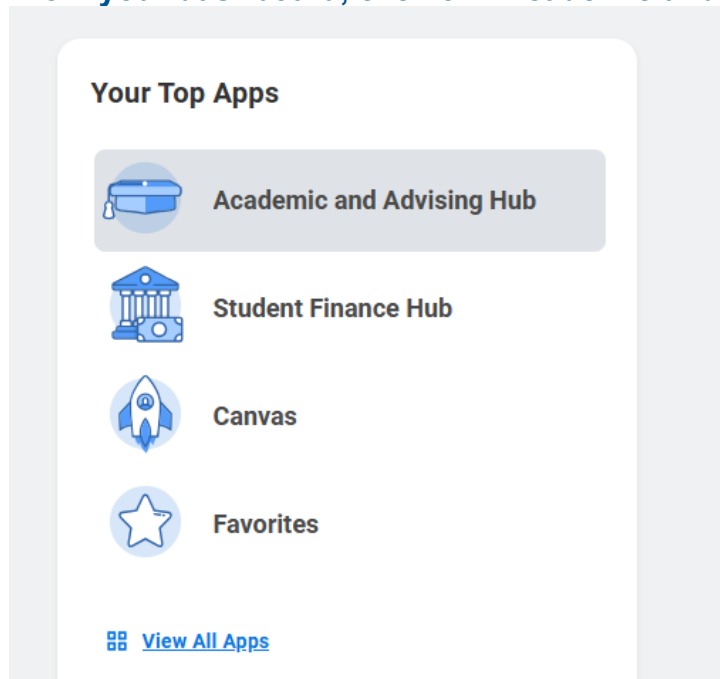
## Swapping or Dropping a Course

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 “Current Classes under Planning and Registration” from the Hubs Navigation.

**TSC Academics & Advising Hub** |←

- Overview
- Academic History ▾
- Planning and Regi...** ▲
- My Academic Plan
- Current Classes** ✓
- Saved Schedules

In the “View My 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).

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

Spring 2025 (Main)

Calendar View

My Enrolled Courses 3 items

Enrolled Sections						
Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
In-Person	MWF   8:00 AM - 8:50 AM   EN 127	Registered	Aaron Rodriguez	01/08/2025	05/02/2025	Withdraw
In-Person	W   2:30 PM - 4:20 PM   TPP 111	Registered	Rachel Austin-Hickey	01/08/2025	05/02/2025	Withdraw
Online (Asynchronous)	Online	Registered		03/17/2025	05/02/2025	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 GEB 1011 - Introduction to Business

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).

### Select Sections for Course to Add

Course CGS 1060 - Computer and Internet Literacy

Description This course teaches important computer and digital technology concepts and skills necessary to succeed in careers and in life. Course topics range from computer literacy basics, to today's information systems on which today's businesses and organizations depend. This course is designed to provide relevant technology coverage for all degree programs.

Academic Period Spring 2025 (March Express)

#### Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Avail
<input checked="" type="checkbox"/>	CGS 1060-8 - Computer and Internet Literacy	<input checked="" type="checkbox"/>	Open	03/17/2025	05/02/2025	Online (Asynchronous)	Online	Ha Hoang	35	13

Grading Basis \* Graded

Units 3

Unit Type Semester Units

OK

Cancel

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.

Course to Drop Confirmation 1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enr
GEB 1011-16 - Introduction to Business	Lecture		02/24/2025 11:38:03.092 AM	

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.”

### Swap Student Course Registration



#### Successful Registrations

Registered Courses 1 item

Course	Section	Meeting Times	Location
CGS 1060 - Computer and Internet Literacy	CGS 1060-8 - Computer and Internet Literacy		@ Online

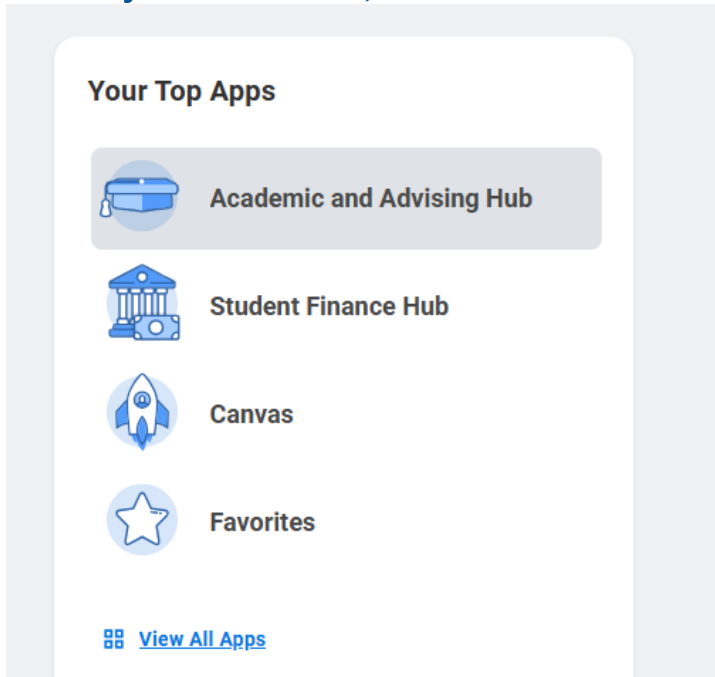
View Registered Courses

View Student Account

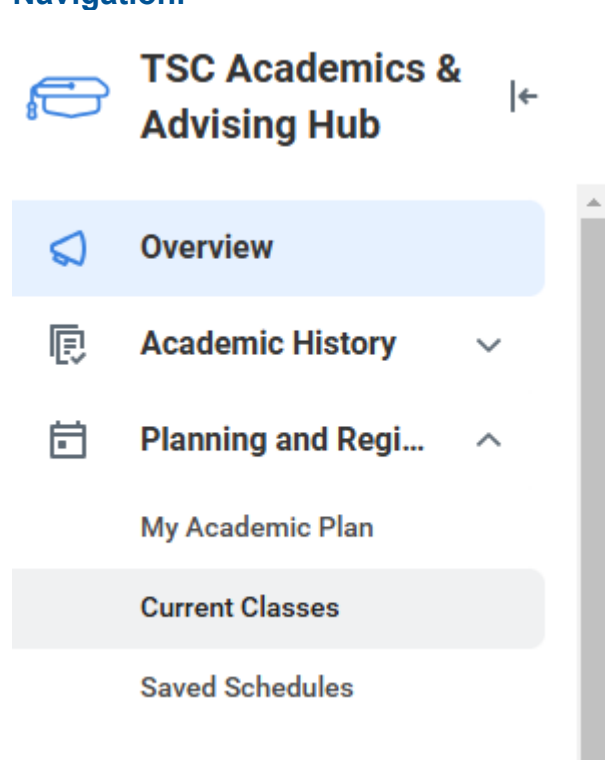
*\*All information within this document is based on a fictitious student and serves a training need only. None of the images, records or finances are from an actual student; the details are not meant to be accurate.*

## DROPPING A COURSE

From your dashboard, click on “Academic and Advising Hub.”



Select “Current Classes under Planning and Registration” from the Hubs Navigation.



In the “View My Courses” window, scroll all the way to the right and click “Drop” on the line of the course you want to Drop.

*\*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.*

## View My Courses



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

Spring 2025 (Main)

Calendar View

My Enrolled Courses 3 items



Enrolled Sections						
Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
In-Person	MWF   8:00 AM - 8:50 AM   EN 127	Registered	Aaron Rodriguez	01/08/2025	05/02/2025	<button>Withdraw</button>
In-Person	W   2:30 PM - 4:20 PM   TPP 111	Registered	Rachel Austin-Hickey	01/08/2025	05/02/2025	<button>Withdraw</button>
Online (Asynchronous)	Online	Registered	Ha Hoang	03/17/2025	05/02/2025	<button>Drop</button> <button>Swap</button>

Review the course you wish to drop and ensure the information is correct, then click the box next to “Confirm” and click “OK” button at the bottom of the page.

### Drop Student Course Registration

Please review the information below and confirm to drop.

Student Molly Carr (S24050871)

Drop Date 02/24/2025 11:55:19 AM

Registration to Drop 1 item

Course	Grading Basis	Units	Section(s)				
			Section	Instructional Format	Meeting Time	Location	Instru
CGS 1060 - Computer and Internet Literacy	Graded	3	CGS 1060-8 - Computer and Internet Literacy	Lecture		Online	Ha Ho

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.

*\*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.*

## Drop Student Course Registration

The task was completed successfully.

---

Done