

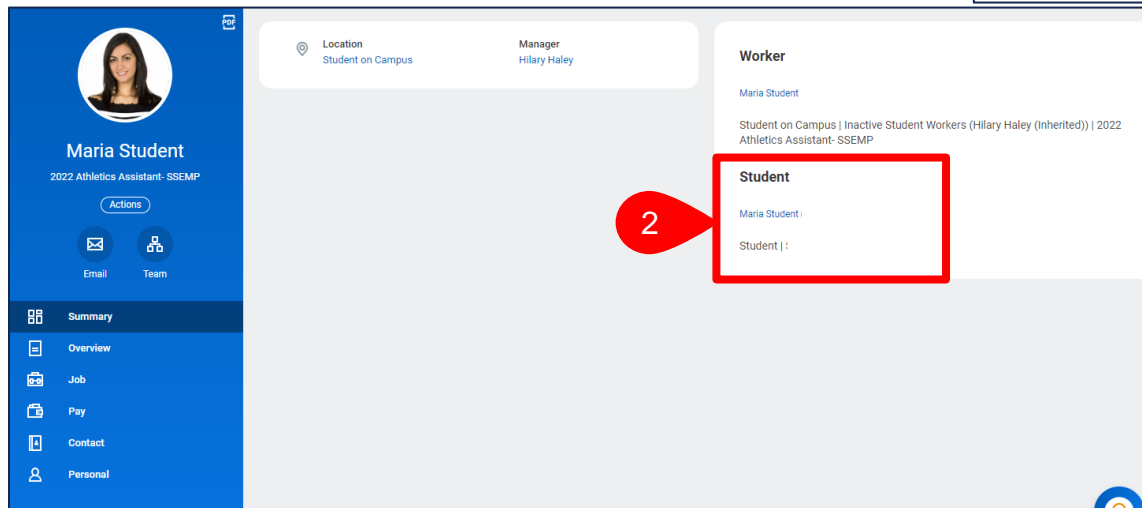
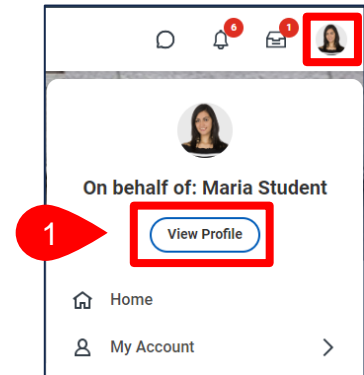
Description: This quick guide demonstrates how to withdraw from a course section.


Applies to: Students

WITHDRAW FROM A COURSE SECTION

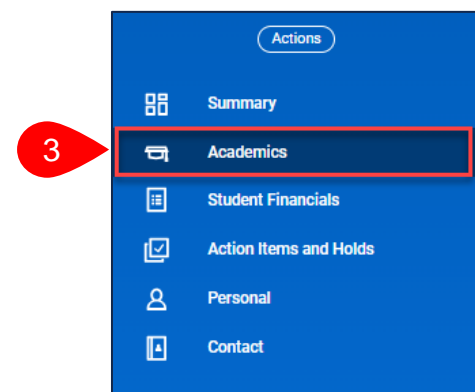
Students can request withdraw from registered courses in the current academic period based on specific dates.

1. Navigate to your Student Profile. Click the profile icon in the top right corner of your Workday home page and click **View Profile**.
2. Click your name under “Student” to get to your **Student Profile** if you are a student worker

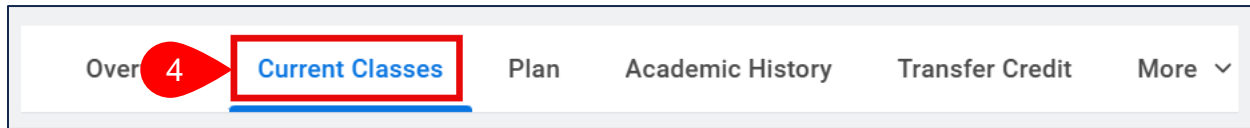


 **Important:** If you are a student worker, Workday defaults to your worker profile. To change the default see [Set Default to Student Profile](#) quick guide. Click the name with “student” underneath.

3. Click the **Academics** tab from the menu to see the **Overview** tab.



4. Select **Current Classes** sub tab.



5. Under the My Enrolled Courses, locate the Course Listing you want to withdraw from and navigate to the **Actions** drop-down.

My Enrolled Courses 6 items

	Course Listing	Actions	Credits	Grading Basis	Section	Registration Status
Q	CAS H201 - Honors College to Career	5 Actions ▾	1	Graded	CAS H201-2 - Honors College to Career	Registered
Q	THETR 187 - Intro to Stage Management	Actions ▾	4	Graded	THETR 187-1 - Intro to Stage Management	Registered
Q	THETR 102 - Theatre Practicum: Production	Actions ▾	0	Graded	THETR 102-1 - Theatre Practicum: Production	Registered

6. Select **Withdraw**.



7. The Withdraw Student Course Registration task will open.

8. Select the **Withdraw date**.

9. Select the **Confirm Withdraw from Course** checkbox.

Withdraw Student Course Registration

8 Withdrawal Date: 12/15/2023 08:47:31 AM

Student: Maria Student english/Undergraduate (BA) - 08/29/2022 - Active

Course: ENG 214 - English Literature II

Section Registrations for Withdraw 1 item

Course	Grading Basis	Credits	Withdrawal Grade	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date
ENG 214 - English Literature II	Graded	4	W	ENG 214-A - English Literature II	Lecture	T_TH 3:30 PM - 4:45 PM	Sawyer Room 427		09/05/2023

9 Confirm Withdraw from Course

Alert: You will receive a grade of "W" on your academic record and this might also impact your financial aid, satisfactory academic progress, and expected graduation date. Ensure that this is intentional.

10. An Alert will display to notify you that you will receive a grade of “W”.

Alert

1. [Confirm Withdraw from Course](#)

You will receive a grade of "W" on your academic record and this might also impact your financial aid, satisfactory academic progress, and expected graduation date. Ensure that this is intentional.

11. Click **OK**.

APPROVAL WORKFLOW

The request will be routed for review.

1. To view the status of your request, go to **My Tasks > Archive**.
2. Select the **Registration Withdraw** event for the course you are withdrawing from.
3. Review the **Overall Status** of the task.

My Tasks | Archive (2 items)

Search: Archive

Advanced Search

From Last 90 Days

Registration Withdraw Event: Maria Student English/Undergraduate (BA) - 08/29/2022 - Active - ENG 214 - English Literature II

Due: 12/29/2023

12/15/2023 - In Progress: Maria Student

View Event

Registration Withdraw Event: Maria Student - English/Undergraduate (BA) - 08/29/2022 - Active - ENG 214 - English Literature II

12/15/2023 - In Progress: Maria Student

For Maria Student - English/Undergraduate (BA) - 08/29/2022 - Active

Overall Process Registration Withdraw Event: Maria Student - English/Undergraduate (BA) - 08/29/2022 - Active - ENG 214 - English Literature II

Overall Status In Progress

Due Date 12/29/2023

Calendars In Use Consecutive Days (No Calendars Selected)

4. Click the **Process** tab.

- a. The **Process History** grid tells you the detailed status of your request and the individual(s) approving the event.

Process History 8 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons
Request	Request	Step Completed	11/29/2023 11:24:52 AM	12/13/2023		-
Request	Approval by Advisor International	Not Required		12/13/2023		0
Request	Approval by Assistant Dean (Law)	Not Required		12/13/2023		0
Request	Approval by Dean of Students	Awaiting Action		12/01/2023		8