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.
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.

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**.
WITHDRAW FROM A COURSE SECTION

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.

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.