

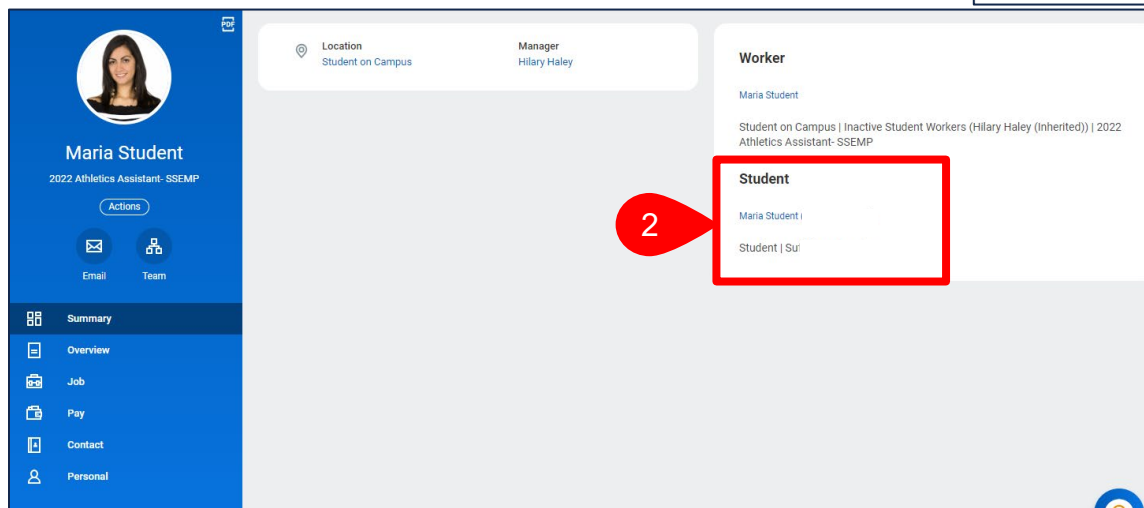
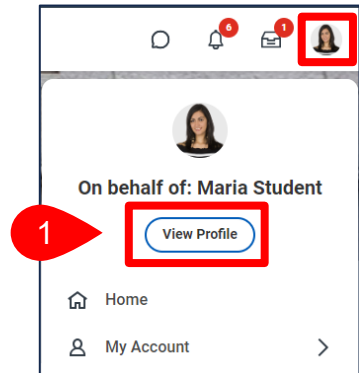
Description: This quick guide demonstrates how to withdraw from a course section.

Applies to: Students

WITHDRAW FROM A COURSE SECTION

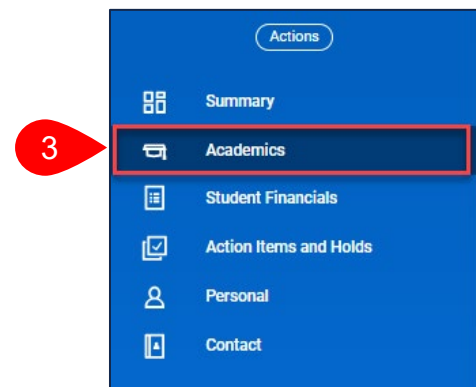
Students can request withdraw from registered courses in the current academic period based on specific dates.

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.
6. Select **Withdraw**.

Current Classes | Plan | Academic History | Academic Progress | External Records | RPT2008 STU Registration Appointments

Edit Registration

English Major BA (BA)
Fall 2023

Calendar View

My Enrolled Courses 1 item

Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date
ENG 214 - English Literature II	4	Graded	ENG 214A - English Literature II	Lecture	In-Person	T_Th 3:30 PM - 4:45 PM Sawyer Room 427	Registered		09/05/2023	12/15/2023

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

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 214A - English Literature II	Lecture	T_TH 3:30 PM - 4:45 PM	Sawyer Room 427		09/05/2023

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

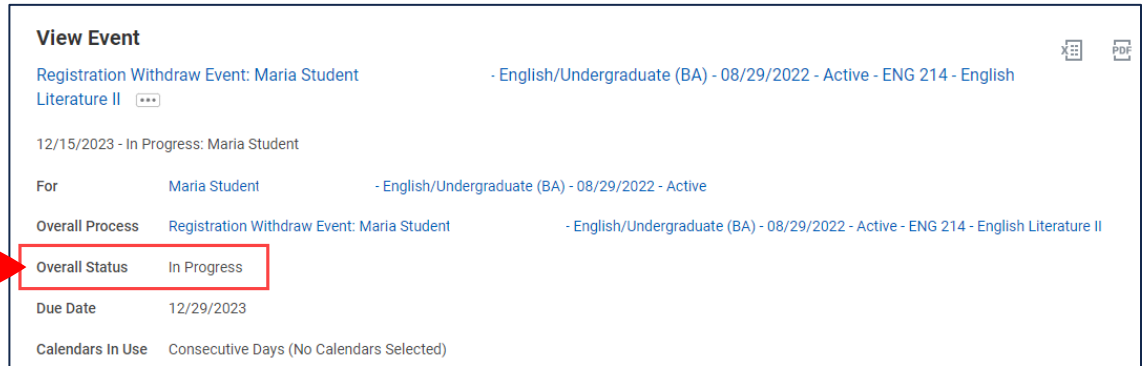
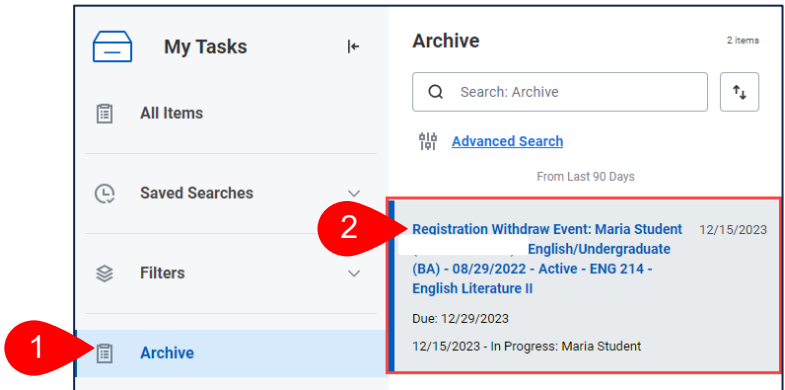
1. **Confirm Withdraw from Course**
You will receive a grade of "W" on your academic record and this might also impact your financial aid, satisfactory academic progress, and expected graduation date. Ensure that this is intentional.

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.



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.

