

This quick reference guide (QRG) provides instructions on how to withdraw from a course in Workday. You will only be able to complete this task if your institution allows student self-service registration and the current academic period is outside of the drop period but still within the withdrawal window.

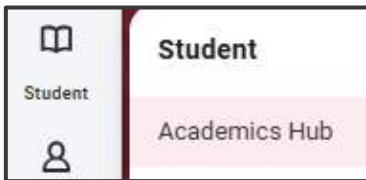
Withdrawing from a course often results in a “W” grade, or another grade based on your institution or the course’s policy. Because withdrawing may impact your academic progress, GPA, and financial aid eligibility, it is strongly recommended that you speak with your academic advisor before completing this process.

To withdrawal from a course, complete the following steps.

## WITHDRAWAL FROM COURSE

From the Workday Home page:

1. Hover over the **Student** on the lefthand menu.
2. Select **Academic Hub** from the list.

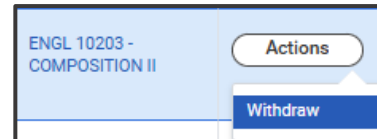


3. Click **Planning and Registration** on the lefthand menu.

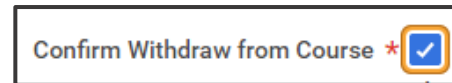
4. Select **Current Classes** form the dropdown list.



5. Locate the **Course Listing** you would like to drop and click the **Actions** button on that row.
6. Select **Withdraw** from the dropdown list.



7. Check the **Confirm Withdraw from Course** box.



Note: After you click the checkbox, you will receive an alert. Please review this alert as your decision to withdraw from a course can impact several things including your financial aid and academic progress.

8. Click **OK**.



Note: Your request will not be reflected on your account until it is processed by your institution. The status can be checked by going to your **My Tasks** and then going to **Archive**.