

Drop/Withdraw from a Class

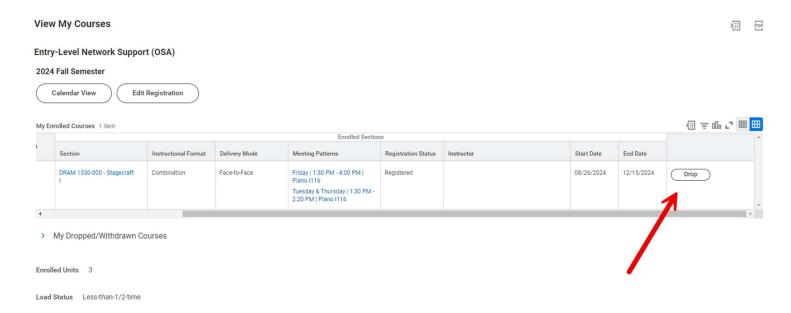




This instructional guide will cover how to drop/withdraw from a class.

View My Academics Hub and Drop Class

- 1. From the Workday home page menu, select the Academics Hub.
 - a. You can also navigate to the Academics Hub through the View All Apps hyperlink.
- 2. Navigate to Current Courses See this box to view your course selections for the current term.
- 3. Slide the bar all the way to the right, and select Drop.



4. Click Confirm and OK to complete the process.

