



# Drop/Withdraw from a Class

## Overview

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.

#### View My Courses

Entry-Level Network Support (OSA)

2024 Fall Semester

Calendar View

Edit Registration

My Enrolled Courses 1 item

Enrolled Sections								
Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
DRAM 1330-000 - Stagecraft I	Combination	Face-to-Face	Friday   1:30 PM - 4:00 PM   Plano I116 Tuesday & Thursday   1:30 PM - 2:20 PM   Plano I116	Registered		08/26/2024	12/15/2024	<b>Drop</b>



> My Dropped/Withdrawn Courses

Enrolled Units 3

Load Status Less-than-1/2-time

4. Click **Confirm** and **OK** to complete the process.

Drop Date 09/06/2024 08:27:04 AM

Registration to Drop 2 items

Course	Grading Basis	Units	Section(s)						
			Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
DRAM 1330 - Stagecraft I	Graded	3	DRAM 1330-000 - Stagecraft I	Combination	Friday   1:30 PM - 4:00 PM	Plano I116		08/26/2024	12/15/2024
					Tuesday & Thursday   1:30 PM - 2:20 PM	Plano I116			

Confirm \*



**OK** Cancel