

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-registration, also known as self-service, and it is outside of the drop dates for the current term.

To withdrawal from a course, complete the following steps.

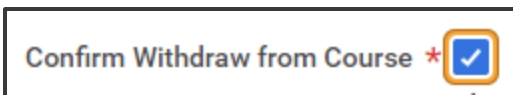
WITHDRAWAL FROM COURSE

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Academics** from your 'Student Profile Menu'.
4. Click the **Current Classes** tab.
5. Under **My Enrolled Courses** locate the course that you need to withdraw from and click the **Withdraw** button at the end of the **Course Listing**.



6. 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.

7. Click **OK**.
8. Click **Complete Questionnaire**. If you do not automatically receive a prompt to complete the questionnaire it will be added to your **My Tasks** once your request is processed.



6. Enter your **Full name**.
7. Select the **Reason(s)** for your withdrawal from the dropdown list.
8. Select the appropriate response to the other questions on the questionnaire.
9. Click **Submit**.



Note: Withdrawing from a course requires approval from your institution. Your request will not show on your student record until it is approved.