# Drop or Swap a Class

Overview

This quick reference guide will cover how to drop or swap a class you have registered in. Note that you can only drop and swap the course without needing approval during the add/drop period.

Process:

1. From the Workday homepage, click the "**Academics**" application.
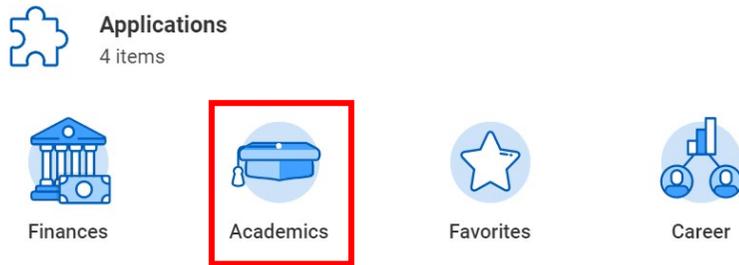
2. On your "**Academics**" dashboard, under "Planning & Registration" click "**View My Courses**".
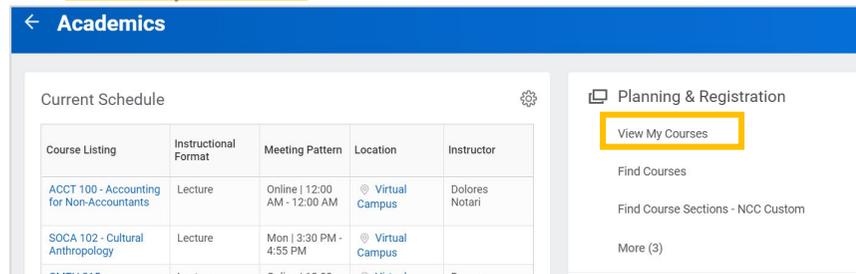
3. The next screen will show the courses you are registered in.
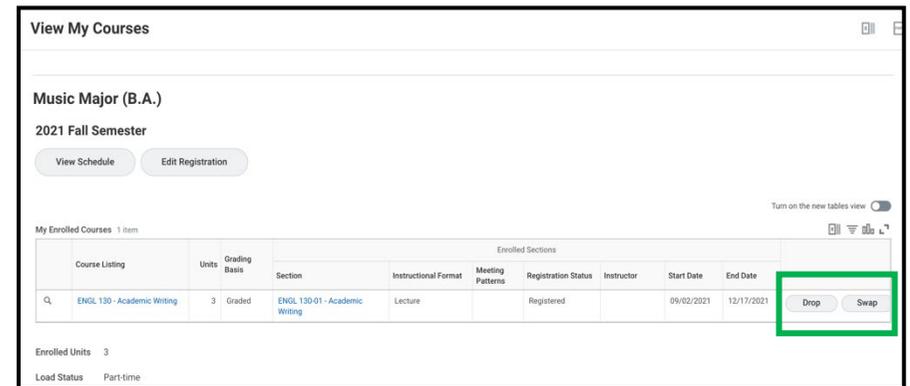
4. The **Swap** button allows you to drop this course and select a new course in its place in a single step. This button will take you to the **Find Course Sections** page to locate your new class section.

5. The **Drop** button allows you to drop the course section. Note that if dropping the class would bring you below the required units, you may be asked to swap for another class instead.