



ADDING, SWAPPING, OR DROPPING A COURSE

What is the difference between ADDING, SWAPPING, and DROPPING?

ADDING is the ability to <u>add</u> new courses to your schedule. Students can **ADD** classes to their schedules starting on their registration day (given they have no holds on their account) through the end of the **Add/Swap** period.

SWAPPING allows students to simultaneously switch a current course for a new course or a new section of that same course. Swapping is helpful because it keeps your seat in your current course if the change can't be made. Students can **SWAP** classes in their schedule starting on their registration day (given they have no holds on their account) through the end of the **Add/Swap** period.

DROPPING a course is the ability to remove a course from your schedule and not have it on your academic record. Students can **DROP** courses from their schedule starting on their registration day through the end of the **Drop** period.

What are you looking to do?

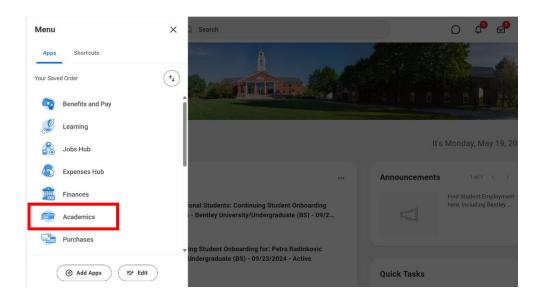
- ADD a course to your schedule: Go to Adding a Course on page 2.
 - o If you also plan to drop a class, go to SWAP.
- SWAP a course in your schedule: Go to Swapping a Course on page 7.
- DROP a course from your schedule: Go to <u>Dropping a Course</u> on page 12.
 - o If you also plan to add a class, go to SWAP.

NOTE: Make sure you are paying attention to deadlines! After certain dates unique to each action, you will no longer be able to add/swap, drop, or withdraw from a course.

Adding a Course

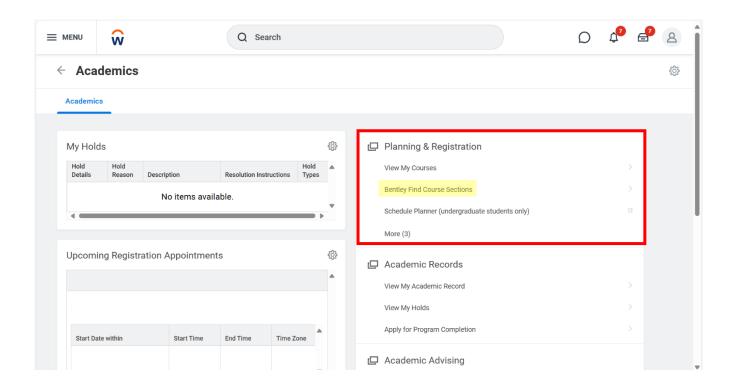
Step 1

Select Academics from the menu in Workday.

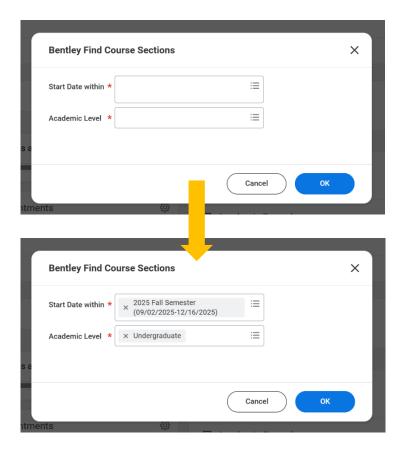


Step 2

On the Academics page, select Bentley Find Course Sections within the Planning & Registration section.

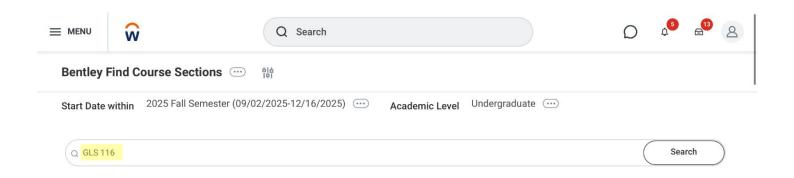


In the pop-up, click in the **Start Date Within** box and type in the semester you wish to search (i.e., Fall 202X) and Select enter. Click in the **Academic Level** box and select **Undergraduate**. Select **OK**.



Step 4

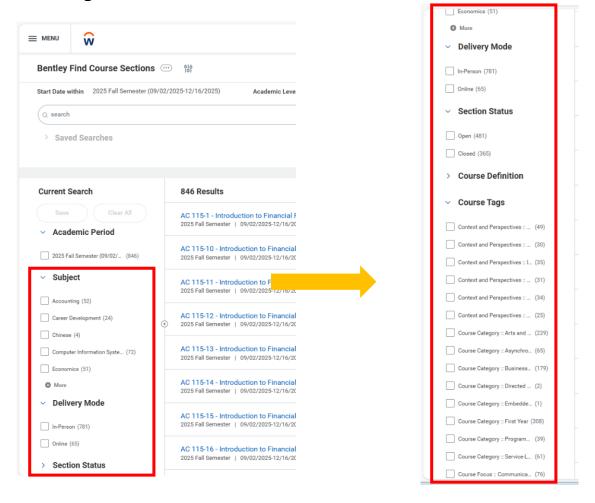
If there is a specific course you wish to search for, you can type that course subject and number into the search bar.



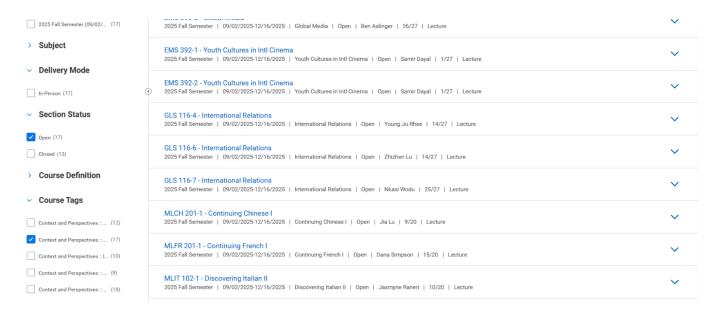
If you are looking for a course to fill a requirement with multiple options (such as a Context and Perspectives or an Arts & Science elective), you can use the filters on the left.

Important filters to note:

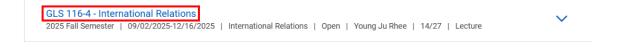
- Section Status
- Course Tags



Example:



Once you find a course you wish to add to your schedule, click on the course title to view more information about that section.

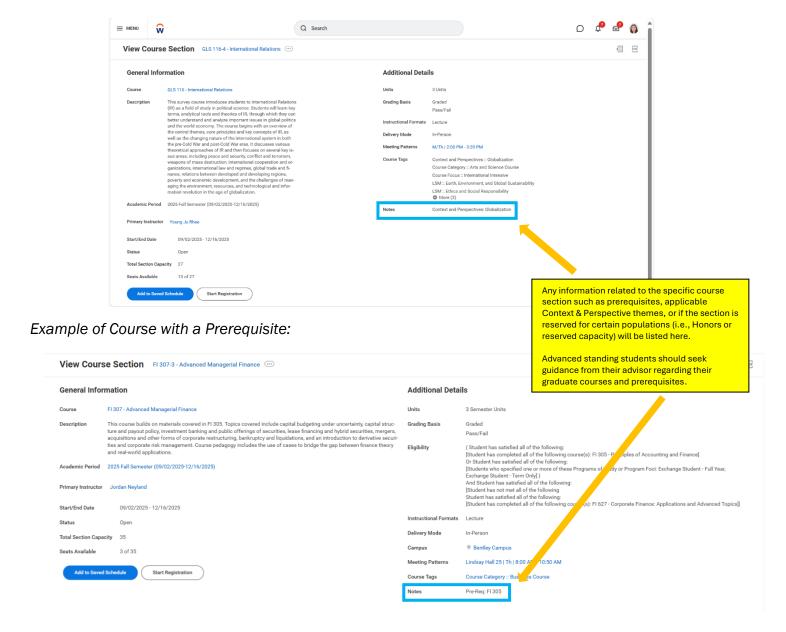


Step 6

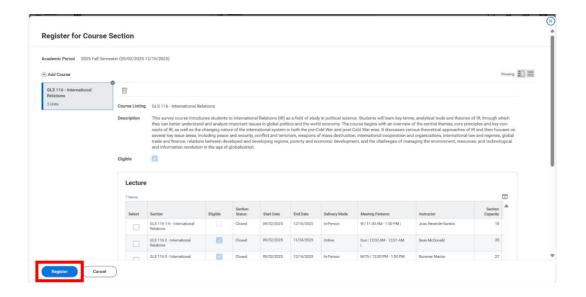
On the View Course Section page, click Start Registration at the bottom of the page.

If the Start Registration button is not there, you cannot enroll in that course. Potential reasons include:

- You don't meet the course prerequisite(s)
- The course is closed
- You don't have a valid registration time
- Reserved Capacity (while in effect)
- There is a registration hold on your account



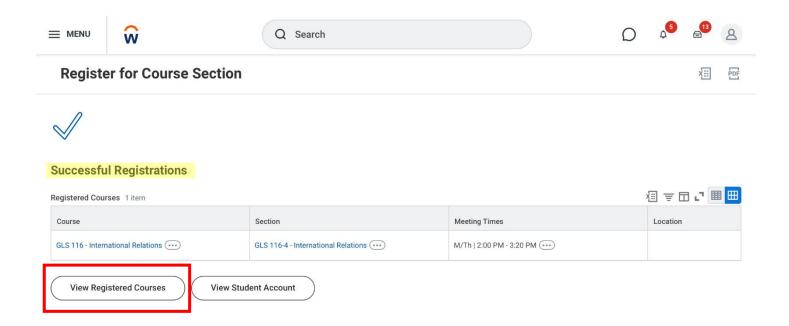
Select Register.



Step 8

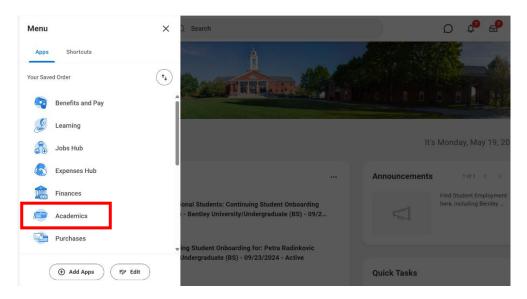
Check to see if the course is listed under **Successful Registrations**, confirming you did register for the course.

If you wish to see your other registered courses and your full schedule, click View Registered Courses.

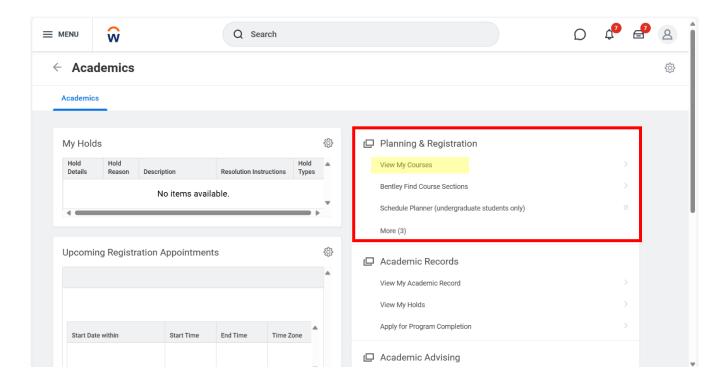


Swapping a Course

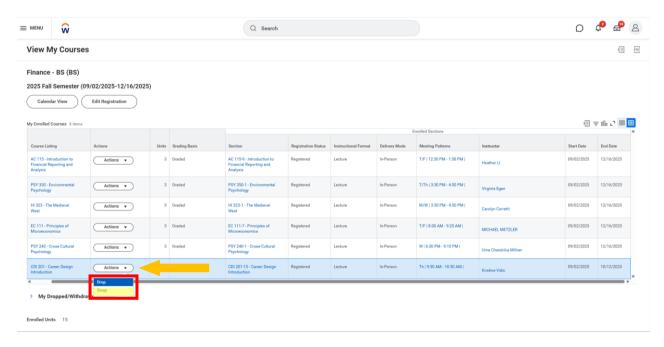
Step 1 Select Academics from the menu in Workday.



Step 2
On the Academics page, select View My Courses within the Planning & Registration section.



On the **View My Courses** page, find the course you wish to swap. Hit the **Actions** button and select **Swap** from the dropdown.



Step 4

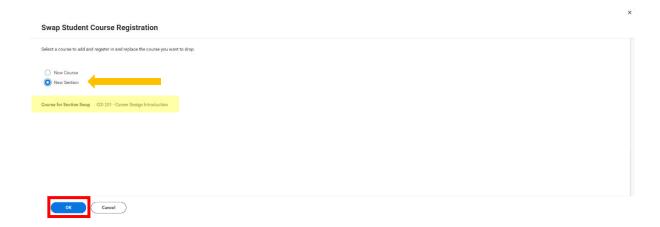
Your next steps will be determined by whether you want to switch sections of class or switch into a new course.

- If you want to swap sections of a course, continue to <a>Step 5.
- If you want to swap into a new course, skip to <u>Step 8</u>.

Step 5

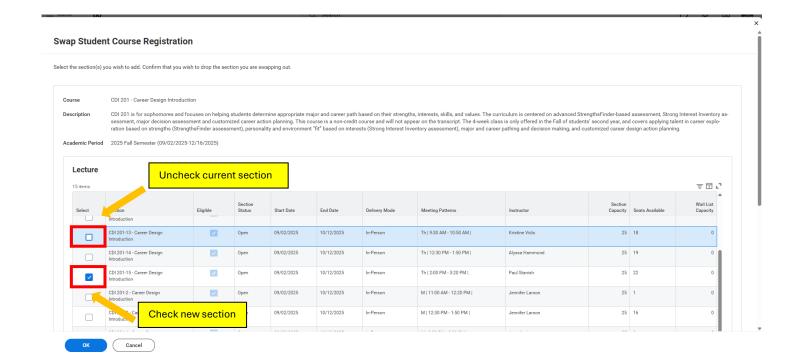
To begin the process of swapping sections, select the **New Section** bubble. It will auto populate the name of the course you want to swap sections of.

Select OK.



On this page, you will need to <u>uncheck</u> the section you are <u>currently</u> in and then <u>check</u> the <u>new section</u> you want to be in. Double-check that the section you want to swap into is *open*.

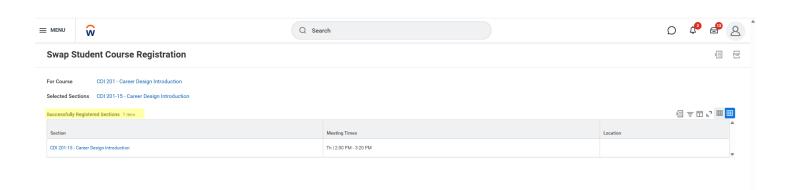
Select OK.



Step 7

Confirm if the course is listed under Successfully Registered Sections.

If you wish to see your other registered courses and your full schedule to confirm course section was swapped, repeat Steps 1 and 2.



The steps listed below are if you want to swap into a new course.

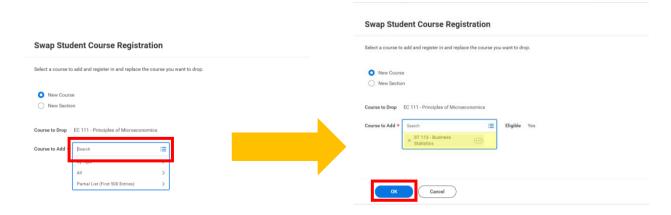
To begin the process of into a different course, select the **New Course** bubble. It will auto populate the name of the course you no longer want in your schedule.

Select OK.



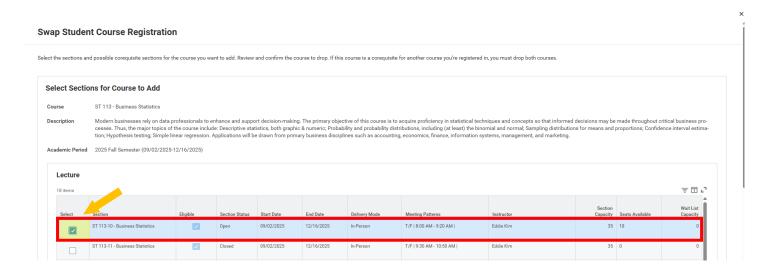
Step 9

Click in the **Course to Add** box and type the subject and course number (i.e., ST 113) of the course you want to swap into.



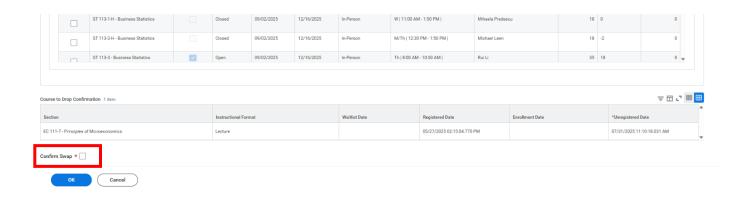
Step 10

On this page, you will need to select the section of the new course. Double-check that the section you want to swap into is *open* and has seats.



Scroll to the bottom of the page and check the Confirm Swap box.

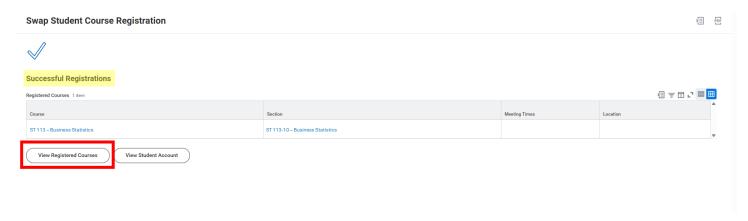
Select OK.



Step 12

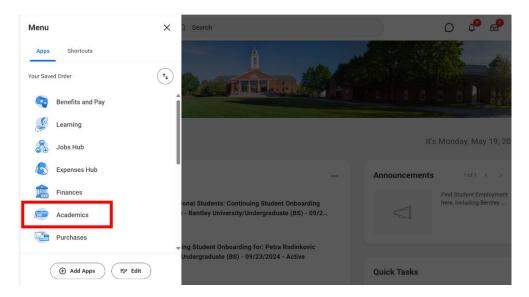
Confirm if the new course is listed under Successful Registrations.

If you wish to see your other registered courses and your full schedule, click View Registered Courses.

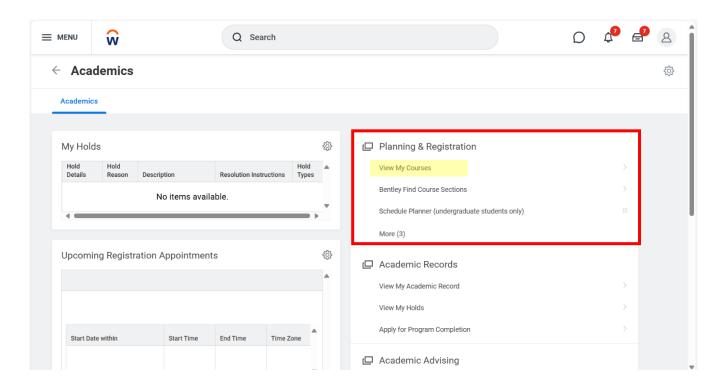


Dropping a Course

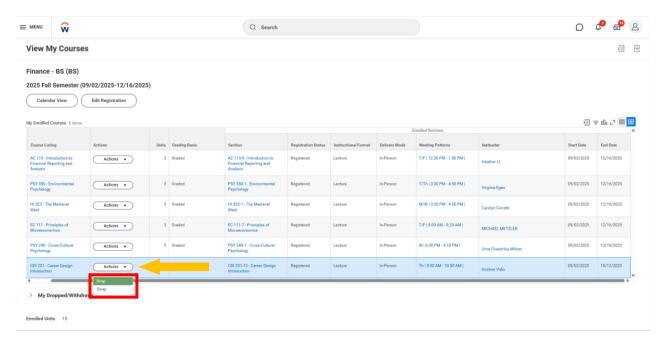
Step 1 Select Academics from the menu in Workday.



Step 2
On the Academics page, select View My Courses within the Planning & Registration section.



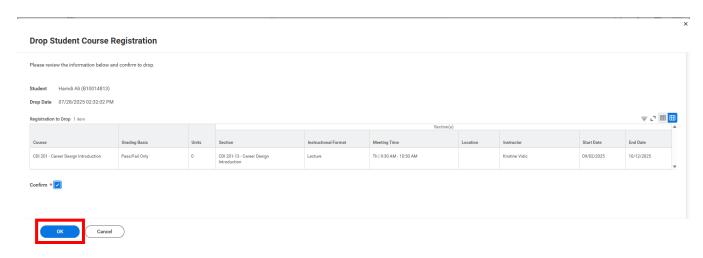
On the **View My Courses** page, find the course you wish to swap. Hit the **Actions** button and select **Drop** from the dropdown.



Step 4

On the next page, check off the **Confirm** box.

Select OK.



Step 5

Confirm that the task was completed successfully.

If you wish to see your other registered courses and your full schedule to confirm the course was dropped, repeat Steps 1 and 2.

