

Adding, Swapping or Dropping a Class in Workday

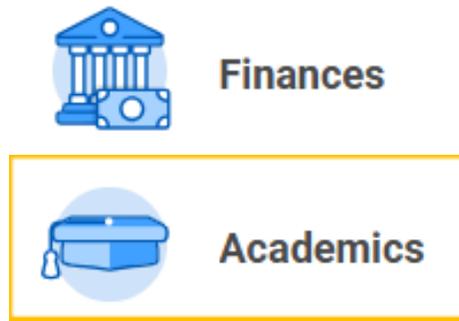
Workday is an evolving product. Each week large and small features are released. If you find this documentation different from the experience you have for this process, please let us know at ga_registrars_office@bentley.edu

How to Find and Register for a Course (ADD)

Adding a course(s) to your student schedule

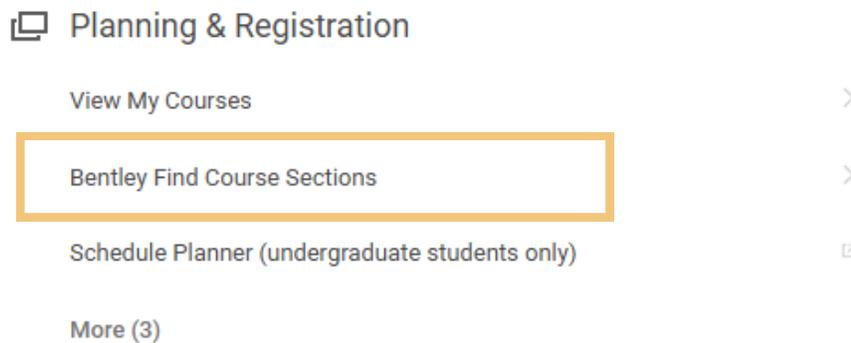
STEP 1

After logging into Workday Select **Academics**



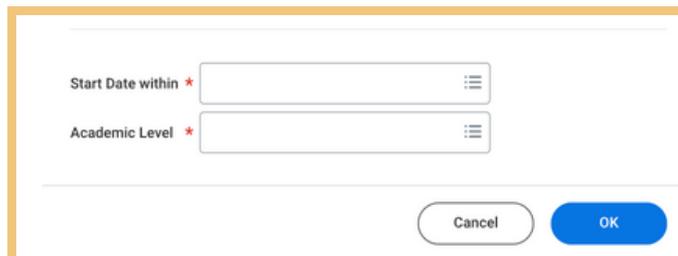
STEP 2

Select **Bentley Find Courses Sections** under Planning and Registration in the right panel



STEP 3

Enter the semester in “Start Date within*” you wish to search in and the Academic Level* when prompted



The image shows a search prompt form with two input fields: 'Start Date within *' and 'Academic Level *'. Both fields have a dropdown arrow icon. At the bottom of the form are 'Cancel' and 'OK' buttons.

STEP 4

Browse, scroll through, and apply filters to find your preferred course(s).

STEP 5

Choose your preferred course(s) by clicking on the course title.

Q search

> Saved Searches

Current Search

Save Clear All

▼ **Academic Period**

2025 Spring Semester (01/2... (943)

▼ **Subject**

Finance (104)

English & Media Studies (93)

Management (81)

Computer Information Syste... (80)

Accounting (68)

More

▼ **Delivery Mode**

In-Person (750)

Hybrid (126)

Online (67)

> Section Status

> Campus Locations

> Locations

943 Results

[AC 115-1 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-10 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-11 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-12 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-13 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-14 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-15 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-16 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-17 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |

[AC 115-18 - Introduction to Financial Reporting and Analysis](#)
2025 Spring Semester | 01/21/2025-04/30/2025 | Introduction to Financial |



STEP 6

Under **View Course Section** select **Start Registration** at the bottom

View Course Section CS 370-1 - Intro to Machine Learning

General Information

Course CS 370 - Intro to Machine Learning

Description This course provides a hands-on introduction to the subject of Machine Learning (ML). Lectures on the fundamental concepts, algorithms, application, and ethical use of Machine Learning and data exploration techniques, are supplemented with practical content introducing relevant Python libraries, data repositories and ML platforms. Examples, labs, and homework assignments provide hands-on experience with data exploration and visualization, natural language processing, computer vision, and other tasks.

Academic Period 2025 Fall Semester (09/02/2025-12/16/2025)

Primary Instructor Anqi Xu

Start/End Date 09/02/2025 - 12/16/2025

Status Open

Total Section Capacity 25

Reserved Seats Available 25 of 25

Reserved Seats Available by Eligibility 2 items

Eligibility Rule	Available Seats	Seat Capacity
Program of Study UC Computer Information Systems - BS until 05/05/2025	25	25
Total:	25	25

Additional Details

Units 3 Units

Grading Basis Graded
Pass/Fail

Eligibility Student has completed any of the following course(s): CS 180 - Programming Fundamentals, CS 230 - Introduction to Programming with Python

Instructional Formats Lecture

Delivery Mode In-Person

Campus @ Bentley Campus

Meeting Patterns Smith Technology Center 101 | W | 11:00 AM - 1:50 PM

Course Tags Course Category : Arts and Science Course
Course Category : Programming Intensive

Add to Saved Schedule

Start Registration

STEP 7

Under Register for Course Section, select the desired section. Then click Register.

CS 370 - Intro to Machine Learning

3 Units

Course Listing CS 370 - Intro to Machine Learning

Description This course provides a hands-on introduction to the subject and data exploration techniques, are supplemented with assignments provide hands-on experience with data exploration

Eligible

Lecture

1 item

Select	Section	Eligible	Section Status
<input checked="" type="checkbox"/>	CS 370-1 - Intro to Machine Learning	<input checked="" type="checkbox"/>	Open

Grading Basis ★ Graded

Units 3

Unit Type Semester Units

Converted Registration Units 3 Units

Register

Cancel

STEP 8

Please review the registration results to verify if your registration was successful. You may receive an alert indicating that you have been added to the waitlist or that the registration could not be completed, along with the reason.

Register for Course Section



Review your course registration status. You're either waitlisted or unable to register for 1 or more courses.

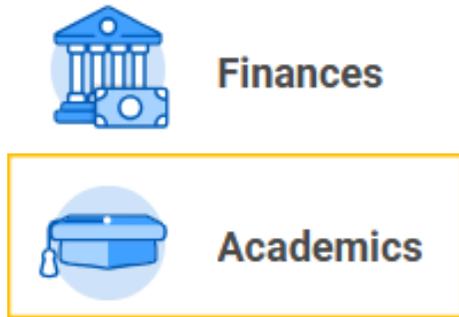


Course SWAP

Using SWAP to Update Course Schedule

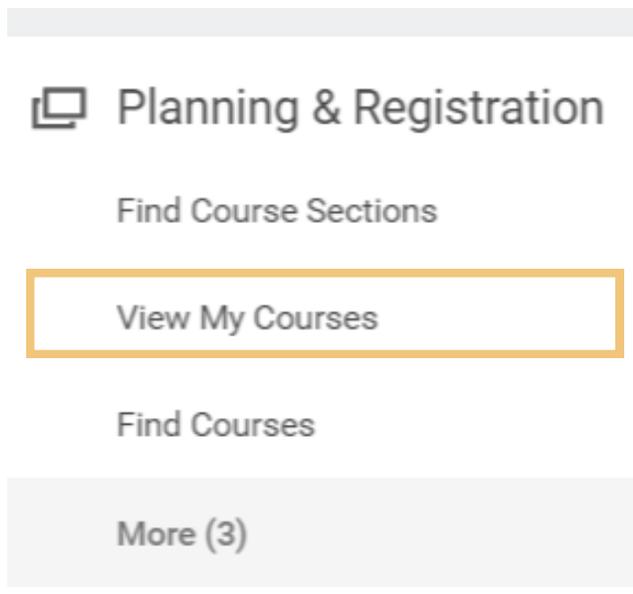
STEP 1

After logging into Workday Select **Academics**



STEP 2

Select **View My Courses** under Planning and Registration in the right panel



STEP 3

Under the **My Enrolled Courses** table, select **Actions** next to the course listing then **Swap**.

My Enrolled Courses 5 items

	Course Listing	Actions	Units
	LA 102 - Environmental Law	<div style="border: 1px solid orange; padding: 2px;"> Actions ▼ </div> <div style="border: 1px solid orange; padding: 2px;"> Drop </div>	3
	EC 483 - Applied Economics	<div style="border: 1px solid orange; padding: 2px;"> Swap </div>	3

STEP 4

Select **New Course** or **New Section**

Select a course to add and register in and replace the course you want to drop.

New Course
 New Section

STEP 5

Search for and select the preferred class, then click **OK**.

Course to Drop PH 253 - Theories of Reality

Course to Add * Eligible Yes

x PS 230 - Sports Psychology

OK

Cancel



STEP 6

Check the "Select" and "Confirm Swap" boxes, then click **OK**.

1 item

Select	Section
<input checked="" type="checkbox"/>	PS 230-001 - Sports Psychology

Confirm Swap

OK Cancel

Dropping a Course

Using Drop to Update Course Schedule

STEP 1

After logging into Workday Select **Academics**



Finances



Academics

STEP 2

Select **View My Courses** under Planning and Registration in the right panel

 Planning & Registration

Find Course Sections

View My Courses

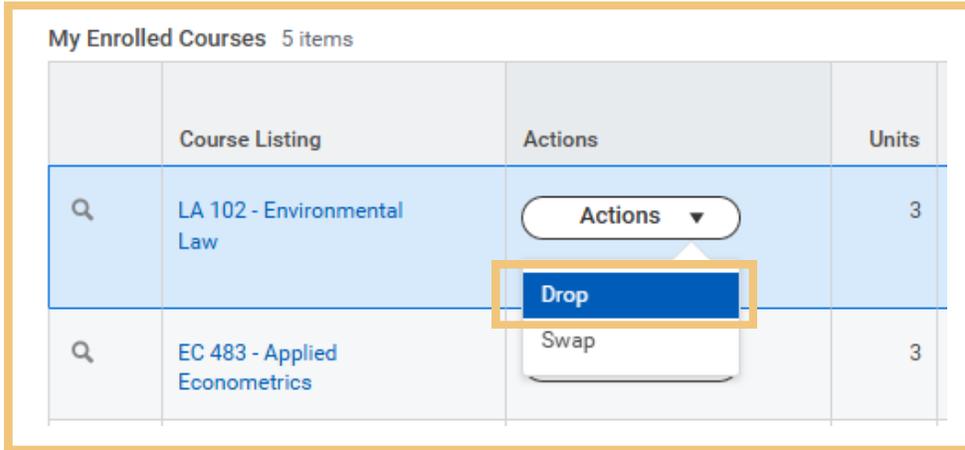
Find Courses

More (3)



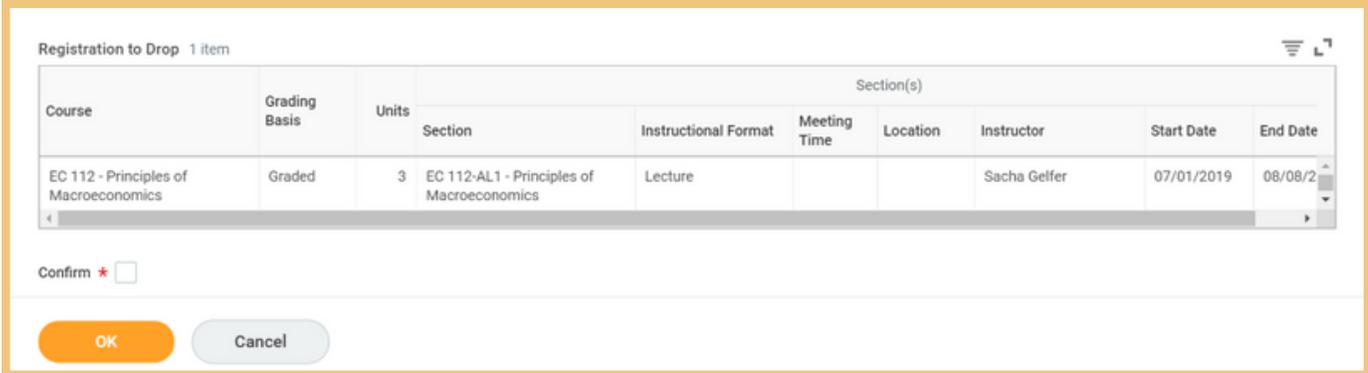
STEP 3

Under the **My Enrolled Courses** table, select **Actions** next to the course listing then **Drop**



STEP 4

To confirm the dropped course, click **Confirm** and then **OK**.



STEP 5

A confirmation screen should appear confirming that the course has been dropped.

