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**

Finances
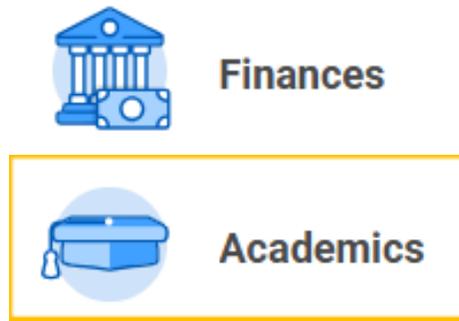
Academics

STEP 2

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

Planning & Registration

View My Courses

Bentley Find Course Sections

Schedule Planner (undergraduate students only)

More (3)
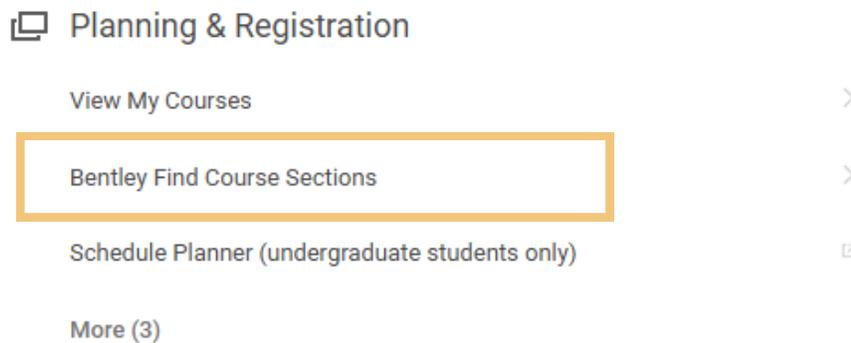
STEP 3

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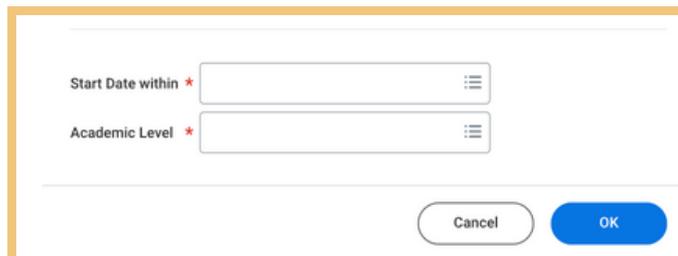
Start Date within *

Academic Level *

Cancel   OK

STEP 4

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

STEP 5

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

STEP 6

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

STEP 7

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

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
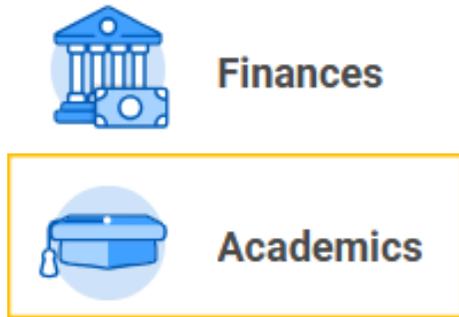
STEP 1

After logging into Workday Select **Academics**

STEP 2

Select **View My Courses** under Planning and Registration in the right panel
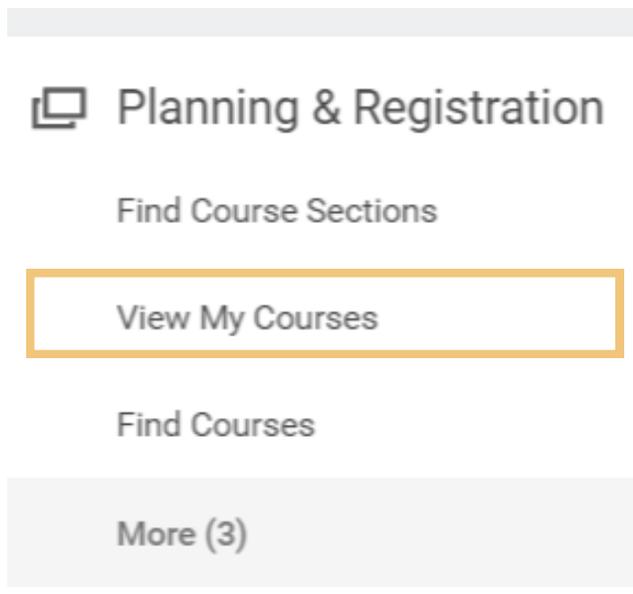
STEP 3

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	Actions ▼	3
		Drop	
		Swap	
🔍	EC 483 - Applied Econometrics		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 perferred class, then click **OK.**

Course to Drop	PH 253 - Theories of Reality		
Course to Add *	Search ☰	Eligible	Yes
	✕ PS 230 - Sports Psychology		

OK   Cancel

STEP 6

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

1 item

Select	Section
✓	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**

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 **Drop**

My Enrolled Courses 5 items

	Course Listing	Actions	Units
🔍	LA 102 - Environmental Law	Actions ▾ **Drop** Swap	3
🔍	EC 483 - Applied Econometrics		3
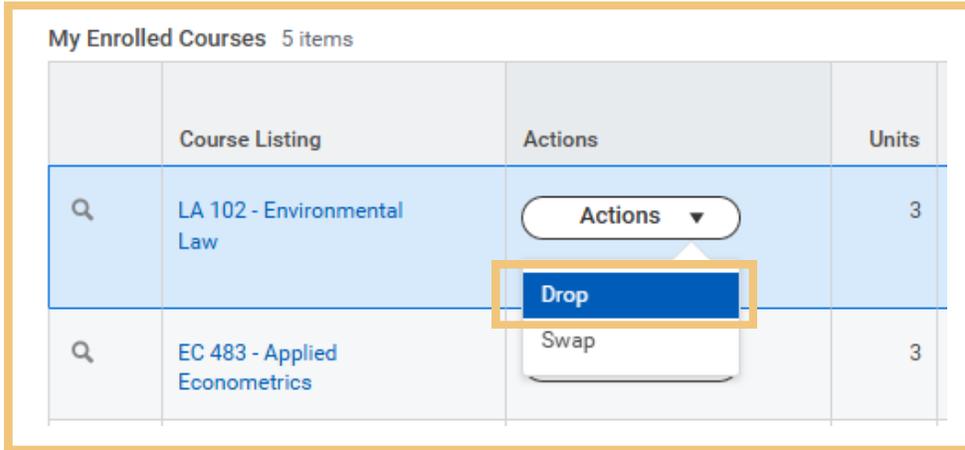
STEP 4

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

Registration to Drop 1 item

Course	Grading Basis	Units	Section(s)						
			Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
EC 112 - Principles of Macroeconomics	Graded	3	EC 112-AL1 - Principles of Macroeconomics	Lecture			Sacha Gelfer	07/01/2019	08/08/2...

Confirm ☐

OK   Cancel
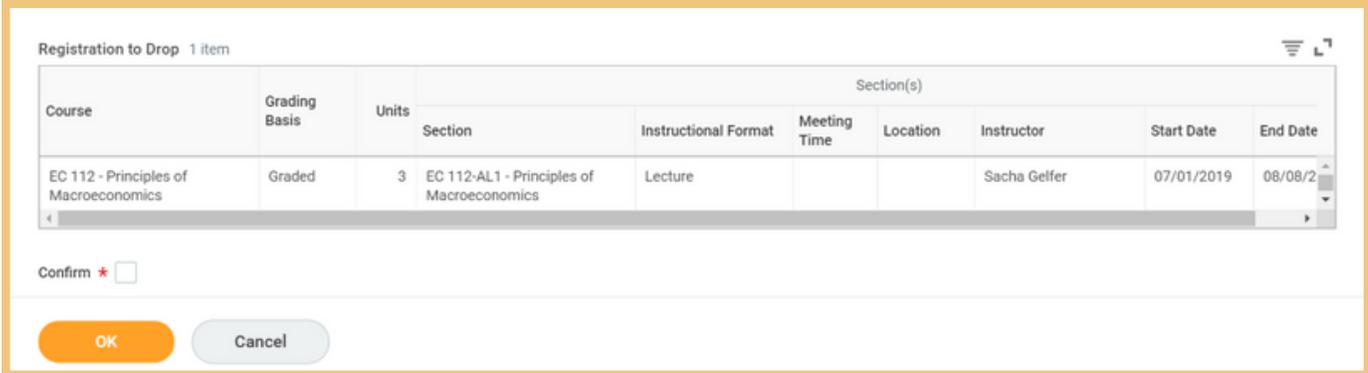
STEP 5

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

Drop Student Course Registration

The task was completed successfully.

Done