



Dear Bentley Community,

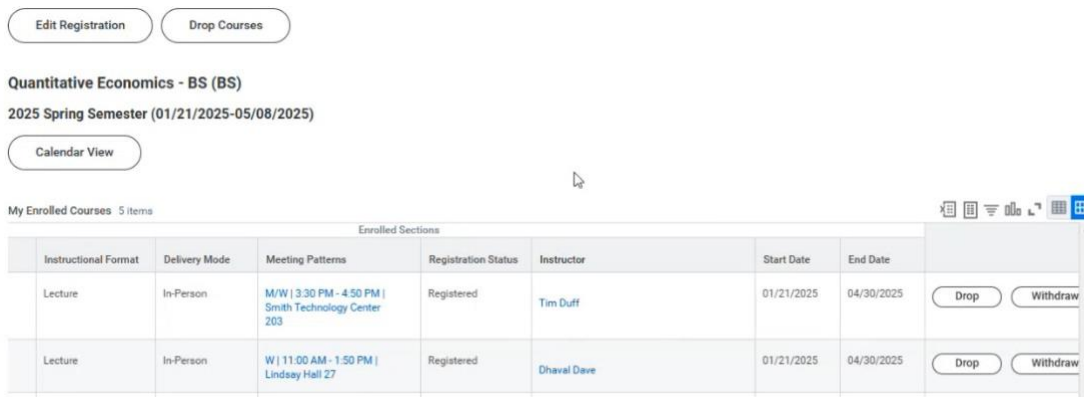
We would like to inform you about some recent updates in Workday that will be implemented this weekend that pertain to registration functionalities:

- **The button displays for adding, dropping, withdrawing, and swapping classes has been updated.**
- **The reserved capacity display for course sections has a new look and has been refreshed.**

We've included visuals and attached a job aid for your reference.

Previous Swap/Drop/Withdraw display:

The previous display placed the registration actions on the far right of the screen, which at times made them difficult to see.



Updated Swap/Drop/Withdraw visual display:

The new display is located next to the course under "Actions" and includes a dropdown menu for selecting your desired action. We've also included a job aid that should provide additional assistance.

Load Status 3/4-time

2025 Spring Semester (01/21/2025-05/08/2025)

Calendar View

My Enrolled Courses 5 items

Course Listing	Actions	Units	Grading Basis	Section	Registration Status	Instructional Format	Delivery Mode	Meeting Patterns	Inst
LA 102 - Environmental Law	Actions Drop	3	Graded	LA 102-1 - Environmental Law	Registered	Lecture	In-Person	M/W 3:30 PM - 4:50 PM Smith Technology Center 203	Tim
EC 483 - Applied Econometrics	Withdraw	3	Graded	EC 483-1 - Applied Econometrics	Registered	Lecture	In-Person	W 11:00 AM - 1:50 PM Lindsay Hall 27	Dha

Previous Reserved Capacity Display:

Available Unreserved Seats	-3
Available Reserved Seats	35
	35 - reserved for ITA 04/11/2025

Updated Reserved Capacity Display:

Total Section Capacity 35

Reserved Seats Available 35 of 35

Reserved Seats Available by Eligibility 2 items

Eligibility Rule	Available Seats	Seat Capacity
Accounting, Corp Finance and Act, Information Technology in Accounting, Accounting Minor until 04/11/2025	35	35
Total:	35	35

Add to Saved Schedule

Troubleshoot

Office of the Registrar