

This quick reference guide (QRG) provides instructions on three different ways to drop a student from a course in Workday. The three ways include using the Drop Student from Course task, dropping a student from a course using their student profile, and dropping a student from multiple courses using their student profile. Please note that the Drop Student from Course task can be completed anytime during an academic period. However, the other two processes can only be completed during the enrollment period for the academic period.

To drop a student from a course, complete the following steps.

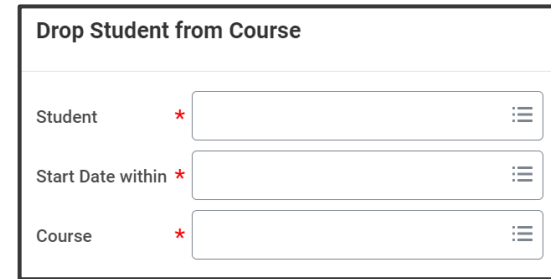
### DROP STUDENT FROM COURSE TASK

The Drop Student from Course task can be submitted at any time during an academic period. However, once the enrollment period ends, this is the only way to drop a student from a course. To complete the Drop Student from Course task, from the Workday Home page:

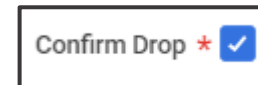
1. Type and select 'Drop Student from Course' in the search bar.

The *Drop Student from Course* screen displays.

2. Enter the student's name into the **Student** field.
3. Select the academic period from the **Start Date within** dropdown list.
4. Select the **Course** from the dropdown list.



5. Click **OK**.
6. Check the **Confirm Drop** box.



7. Click **OK**.
8. Click **Done**.

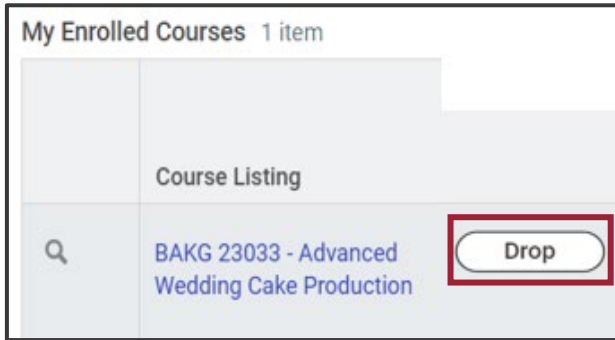
### DROP STUDENT FROM A COURSE

Any advisor with the AU Advisor security role or Records Manager can complete the following steps to drop a student from a course. This process can only be completed during the enrollment period. Once the enrollment period ends, the Drop Student from Course task must be completed to drop a student from a course. From the Workday Home page:

1. Type and search for a student in the search bar.
2. Click on the appropriate student's name to access their **Student Profile**.

## Drop Student from Course

3. Select **Academics** from the Student Profile Menu.
4. Select the **Current Class** tab.
5. Under **My Enrolled Courses** locate the course that needs to be dropped and click the **Drop** button at the end of the **Course Listing**.



6. Check the **Confirm** box.



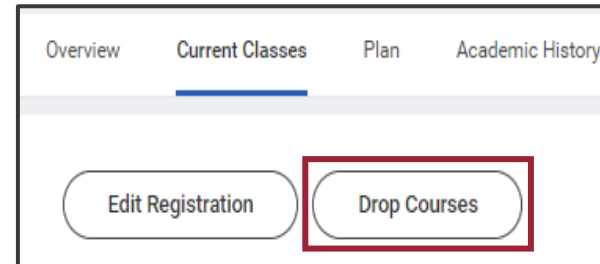
7. Click **OK**.
8. Click **Done**.

## DROP STUDENT FROM MULTIPLE COURSES

Any advisor with the AU Advisor security role or Records Manager can complete the following steps to drop a

student from multiple courses. This process can only be completed during the enrollment period. Once the enrollment period ends, the Drop Student from Course task must be completed to drop a student from a course. From the Workday Home page:

1. Type and search for a student in the search bar.
2. Click on the appropriate student's name to access their **Student Profile**.
3. Select **Academics** from the **Student Profile Menu**.
4. Select the **Current Class** tab.
5. Click the **Drop Courses** button beside Edit Registration.



6. Select the appropriate **Academic Period** from the dropdown list.
7. Click **OK**.

## Drop Student from Course

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8. Check the box beside the **Course** or **Courses** to drop for the student.

**Registered Courses**

3 items | 2 selected

<input type="checkbox"/>	Course
<input type="checkbox"/>	COSM 11116 - Cosmetology-Fall
<input checked="" type="checkbox"/>	PSYC 11003 - Gen Psych
<input checked="" type="checkbox"/>	SOCI 10103 - Intro to Sociology

9. Check the **Confirm** box.

Confirm \* ☒

10. Click **OK**.
11. Click **Done**.