

Course SWAP

Using the Swap feature in Workday to update your course schedule

STEP 1

After logging into Workday Select **Academics**



Applications
3 items



Finances



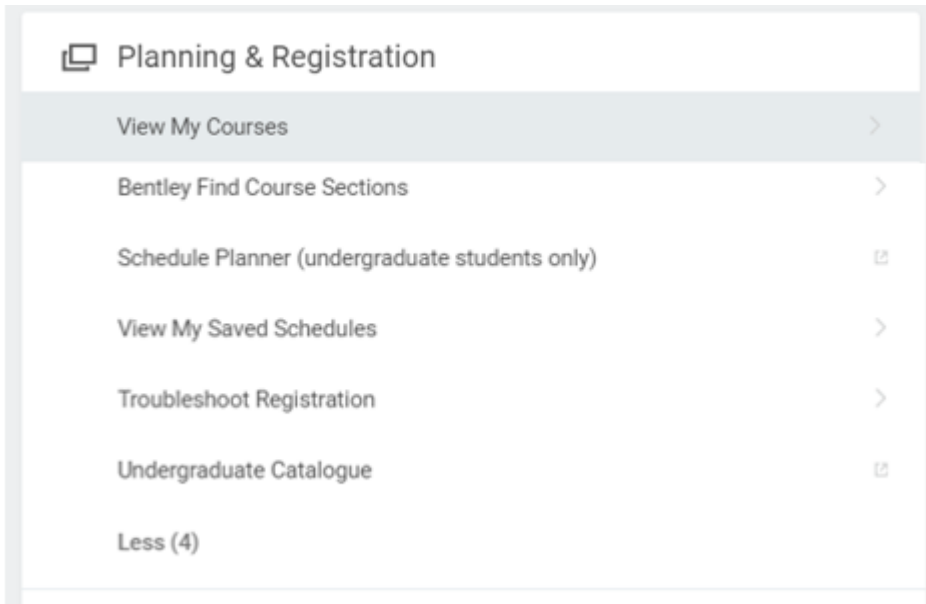
Academics



Favorites

STEP 2

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



STEP 3

In the **My Enrolled Courses** table, select **Swap** at the right of the table (You may have to scroll within the table, depending on the zoom level of your browser).

My Enrolled Courses 3 items

Drop	Swap
Drop	Swap
Drop	Swap



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 and select (or type in) the desired class and Click **OK**.

Course to Drop PH 253 - Theories of Reality

Course to Add * Eligible Yes

PS 230 - Sports Psychology

STEP 6

Select the **Select** checkbox and the **Confirm Swap** checkbox and Click **OK**.

1 item

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

Confirm Swap *



Course ADD

How to Add a Course in Workday

STEP 1

After logging into Workday Select **Academics**



Applications
3 items



Finances



Academics



Favorites

STEP 2

Under **Planning & Registration**, select **Bentley Find Course Sections**.

Planning & Registration

- View My Courses >
- Bentley Find Course Sections** >
- Schedule Planner (undergraduate students only) ⌘
- View My Saved Schedules >
- Troubleshoot Registration >
- Undergraduate Catalogue ⌘
- Less (4)

Current Search

Save

Clear All

- > Offering Periods
- > Subject
- > Delivery Mode
- > Section Status
- > Course Definition
- > Course Tags
- > Instructional Format
- > Instructors
- > Meeting Patterns

STEP 3

Search for your desired section by typing in the course code into the search bar, or by filtering your **Current Search**

Bentley Find Course Sections Actions

Start Date within 2020 Spring Semester (01/13/2020-05/07/2020)

Q search

STEP 4

Under **View Course** select **Add to Schedule** at the bottom.

View Course

Title

Academic Level

Course Owner

Grading Basis

Units

Description

Eligibility

Instructional Formats

Locations Offered

Eligible

Notes

Course Materials (empty)

Add to Schedule

Troubleshoot

STEP 5



Select or create **Schedule** to add the course to your schedule. Then select **Choose Times** at the bottom.

Add Course Section to Schedule

Course

Course Section

Schedule

* × Added Course Schedule  

Choose Times

Cancel



STEP 6

Under **Add Course Section to Schedule**, in the **Select** column, select the checkbox that corresponds to the course section you want to switch into. Then click **OK**.

Add Course Section to Schedule

4 items

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>								
<input type="checkbox"/>		<input checked="" type="checkbox"/>								
<input type="checkbox"/>		<input checked="" type="checkbox"/>								
<input type="checkbox"/>		<input checked="" type="checkbox"/>								

STEP 7

Click **Done**.

Done

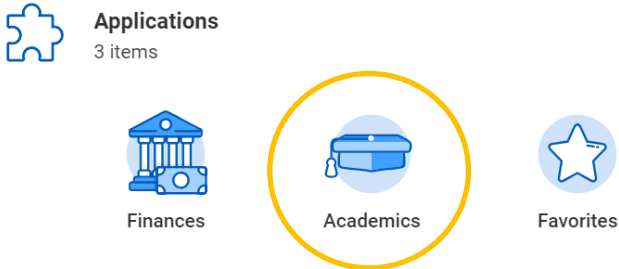


Course DROP

Using DROP to Update Course Schedule

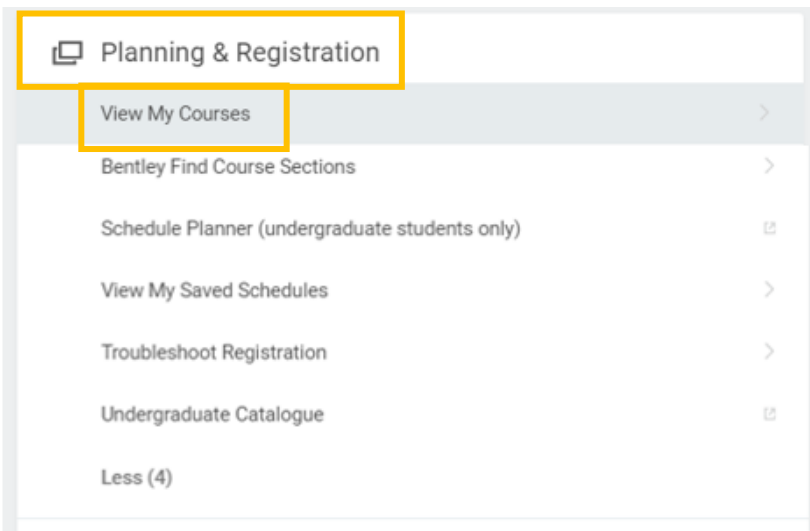
STEP 1

After logging into Workday Select **Academics**.



STEP 2

Under **Planning & Registration**, select **View My Courses**.



STEP 3

In the **My Enrolled Courses** table, select **Drop** at the right of the table (You may have to scroll within the table, depending on the zoom level of your browser)

