

## Dropping a course

### About dropping a course

You can drop a course **before** the add/drop deadline. After this date, you must follow the instructions to withdraw from the course with a “W” on your academic record.

Note that your graduate program may have specific requirements about courses, so before dropping a course, check if there will be any implications to your program. If you drop a course within the first two weeks, or within the first three weeks of a two-term course, no record of registration in the course(s) will appear on your transcript. After this date, the course will be recorded on your transcript with a “W.”

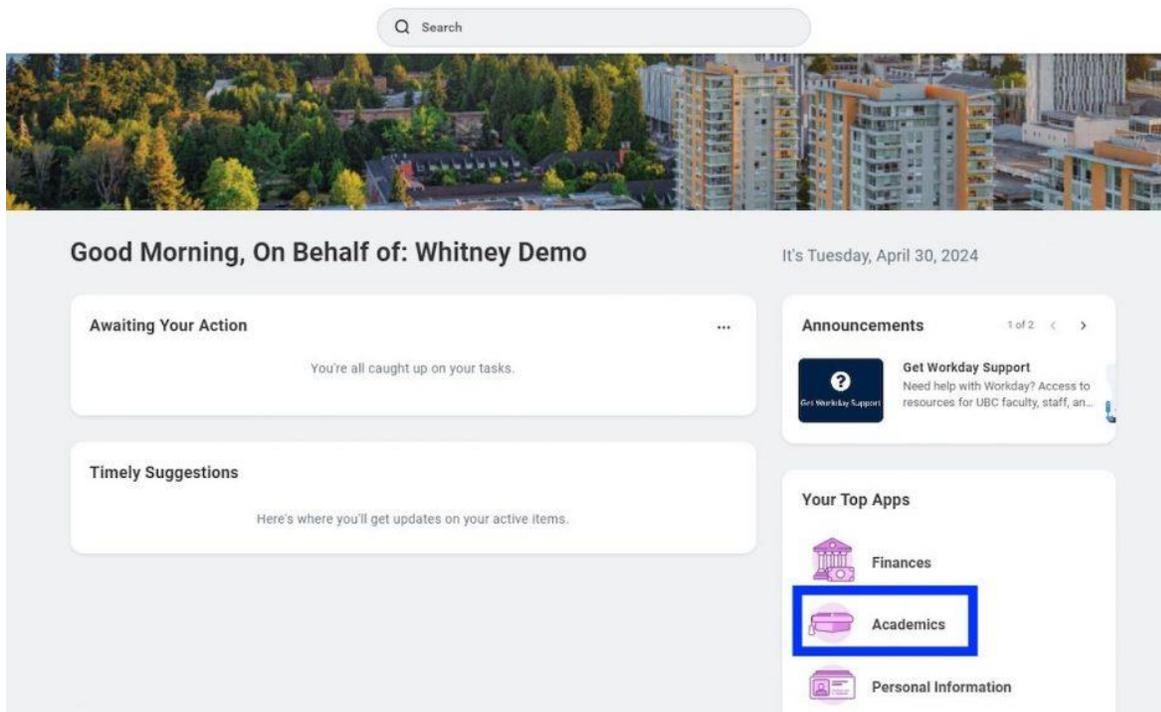
Find the [course changes dates](#) for the academic session.

Dropping a course will remove your registration, and your seat will become available for other students. If you want to register in a different section of the same course, you should swap your course section so you do not lose your seat.

### How to drop a course

#### First, go to your Academics app

1. Log into your Workday account at [myworkday.ubc.ca](https://myworkday.ubc.ca).
2. Click the “Academics” tab in the “Your Top Apps” menu on the right side of the page.



Next, view your courses

1. Click the "Registration & Courses" tab in the top menu.
2. In the "Registration" menu to the right, click the "View my Courses" link.

The screenshot shows the UBC student portal interface. At the top, there is a 'MENU' icon and the UBC logo. A search bar is located on the right. Below the navigation bar, the 'Academics' section is active, with sub-tabs for 'Academics', 'Registration & Courses', 'Graduation', 'Support', and 'Elections'. The 'Registration & Courses' tab is selected, displaying a table titled 'COM-RPT-3770 Registration Appointments Active and Upcoming'. This table has columns for 'Academic Record', 'Appointment Status', 'Academic Period', and 'Start Time'. Below this table is a 'View More ...' link. To the right, the 'Current Schedule' section displays a table with columns for 'Course Listing', 'Section', 'Instructional Format', and 'Delivery Method'. The table lists several courses, including 'CPEN\_V 212 - Computing Systems II', 'CPEN\_V 311 - Digital Systems Design', 'APBL\_V 316 - Equine Biology, Health and Welfare', 'EXCH\_V 380 - Student Exchange Program, Undergraduate', 'ENGL\_V 200 - Principles of Literary Studies', and 'ACAM\_V 250 - Asian Canadians in Popular Culture'.

Academic Record	Registration Appointment		
	Appointment Status	Academic Period	Start Time
B.A., Major in Psychology (Vancouver)	Active	2024-25 Winter Term 1 (UBC-V)	2024-03-25 12:00 a.m.
	Active	2024-25 Winter Term 2 (UBC-V)	2024-03-25 12:00 a.m.

Course Listing	Section	Instructional Format	Delivery Method
CPEN_V 212 - Computing Systems II	CPEN_V 212-201 - Computing Systems II	Lecture	In Person L
CPEN_V 212 - Computing Systems II	CPEN_V 212-L2A - Computing Systems II	Laboratory	In Person L
CPEN_V 311 - Digital Systems Design	CPEN_V 311-101 - Digital Systems Design	Lecture	In Person L
CPEN_V 311 - Digital Systems Design	CPEN_V 311-L1A - Digital Systems Design	Laboratory	In Person L
APBL_V 316 - Equine Biology, Health and Welfare	APBL_V 316-001 - Equine Biology, Health and Welfare	Lecture	In Person L
EXCH_V 380 - Student Exchange Program, Undergraduate	EXCH_V 380-101 - Student Exchange Program, Undergraduate	Experiential	In Person L
ENGL_V 200 - Principles of Literary Studies	ENGL_V 200-001 - Principles of Literary Studies	Lecture	In Person L
ACAM_V 250 - Asian Canadians in Popular Culture	ACAM_V 250-002 - Asian Canadians in Popular Culture	Lecture	In Person L

Drop the course

1. On the "View my Courses" page, go to the "My Enrolled Courses" table. You will see a summary of the courses you are enrolled in.
2. Find the course you want to drop and use the horizontal scrollbar at the bottom of the table to move to the right.
3. Click the white "Drop" button in the last column.

**View My Courses**

**Bachelor of Arts (Vancouver) (B.A.)**

**2024-25 Winter Session (UBC-V)**

Calendar View

My Enrolled Courses 4 items

Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
3	Graded	COMM_V 220-003 - Business Communications	Seminar	In Person Learning	2024-09-05 - 2024-12-05   Thu   5:00 p.m. - 8:00 p.m.   ANGU-Floor 4 & 5-Room 437	Registered		2024-09-05	2024-12-05	Drop Swap
3	Graded	ADHE_V 327-L01 - Teaching Adults	Lecture	In Person Learning		Registered		2024-09-03	2024-12-06	Drop Swap
3	Graded	APBL_V 318-001 - Applied Plant Breeding	Lecture	In Person Learning	2024-09-03 - 2024-12-05   Tue Thu   9:30 a.m. - 11:00 a.m.	Registered		2024-09-03	2024-12-05	Drop Swap
3	Graded	ACAM_V 250-002 - Asian Canadians in Popular Culture	Lecture	In Person Learning	2024-09-03 - 2024-12-05   Tue Thu   3:30 p.m. - 5:00 p.m.   GEOG-Floor 2-Room 212	Registered		2024-09-03	2024-12-05	Drop Swap

1. On the next page, review the course information.
2. If this is the course you want to drop, check the “Confirm” box. Dropping a course will remove your registration, and your seat will become available for other students.
3. Click the orange “OK” button at the bottom of the page to finalize your decision.

**Drop Student Course Registration**

Please review the information below and confirm to drop.

Student Celine Demo (REG1111)

Drop Date 2024-04-03 03:24:29 p.m.

Registration to Drop 1 item

Course	Grading Basis	Credits	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
COMM_V 220 - Business Communications	Graded	3	COMM_V 220-003 - Business Communications	Seminar	Thu   5:00 p.m. - 8:00 p.m.   2024-09-05 - 2024-12-05	ANGU-Floor 4 & 5-Room 437		2024-09-05	2024-12-05

Confirm

OK Cancel

4. If your course drop was successful, the page will read “The task was completed successfully.”
5. Click the orange “Done” button to return to the “View My Courses” page.

MENU     

**Drop Student Course Registration**

The task was completed successfully.

Done

## Commonly encountered problems

If you do not check the "Confirm" box before clicking the orange "OK" button, you will receive an error stating that the "field Column is required" and must have a value, and your changes will not be saved.

To resolve this issue check the "Confirm" box.

**Drop Student Course Registration** 1 Error

Please review the information below and confirm to drop.

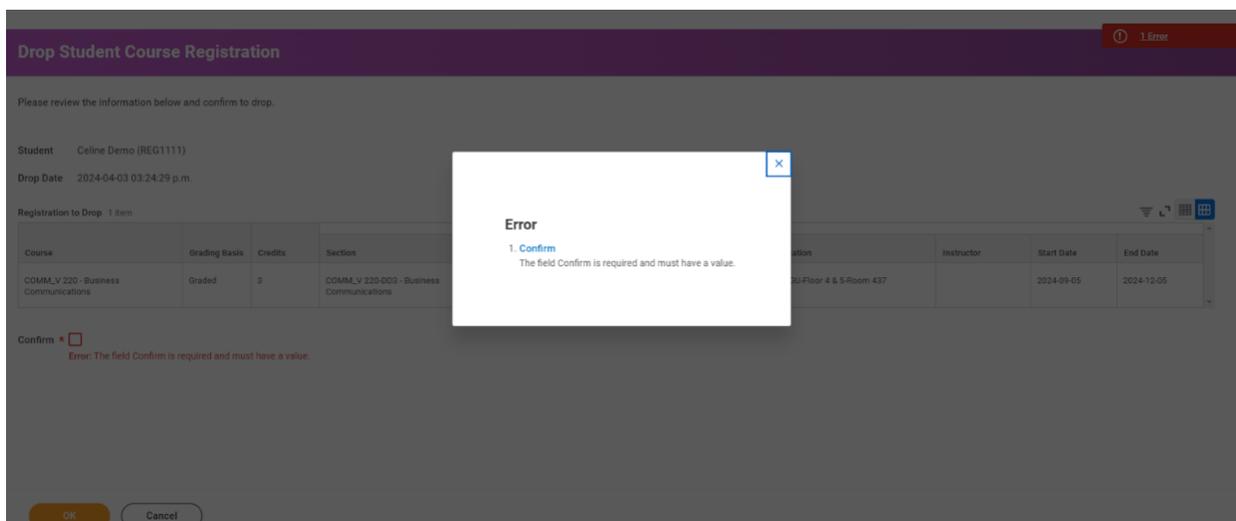
Student Celine Demo (REG1111)

Drop Date 2024-04-03 03:24:29 p.m.

Registration to Drop 1 item

Course	Grading Basis	Credits	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
COMM_V 220 - Business Communications	Graded	3	COMM_V 220-003 - Business Communications	Seminar	Thu   5:00 p.m. - 8:00 p.m.   2024-09-05 - 2024-12-05	ANGU-Floor 4 & 5-Room 437		2024-09-05	2024-12-05

Confirm  Error: The field Confirm is required and must have a value.



## View previously dropped or withdrawn courses

### First, go to your courses

Follow the steps above to view your courses.

### Next, view your dropped or withdrawn courses

1. Scroll down the page to the “My Dropped/Withdrawn Courses” section.
2. Click the arrow icon on the left of the “My Dropped/Withdrawn Courses” to expand the section information.
3. A table showing your dropped or withdrawn courses will appear.

My Dropped/Withdrawn Courses

5 items

Dropped/Withdrawn Sections									
	Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor
Q	COMM_V 220 - Business Communications	3	Graded	COMM_V 220-DD3 - Business Communications	Seminar	In Person Learning	2024-09-05 - 2024-12-05   Thu   5:00 p.m. - 8:00 p.m.   ANGU-Floor 4 & 5-Room 437	Unregistered	
				COMM_V 220-DD7 - Business Communications	Seminar	In Person Learning	2024-09-03 - 2024-12-05   Tue Thu   4:00 p.m. - 5:30 p.m.   ANGU-Floor 3 & 4-Room 337	Unregistered	
				COMM_V 220-DD1 - Business Communications	Seminar	In Person Learning	2024-09-03 - 2024-12-05   Tue Thu   8:00 a.m. - 9:30 a.m.   ANGU-Floor 4 & 5-Room 437	Unregistered	
				COMM_V 220-DD3 - Business Communications	Seminar	In Person Learning	2024-09-05 - 2024-12-05   Thu   5:00 p.m. - 8:00 p.m.   ANGU-Floor 4 & 5-Room 437	Unregistered	
Q	ACAM_V 250 - Asian Canadians in Popular Culture	3	Graded	ACAM_V 250-002 - Asian Canadians in Popular Culture	Lecture	In Person Learning	2024-09-03 - 2024-12-05   Tue Thu   3:30 p.m. - 5:00 p.m.   GEOG-Floor 2-Room 212	Unregistered	

Enrolled Credits 9

## Additional resources

- [Swapping a course](#)
- [Withdrawing from a course](#)