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.
2. Click the "Academics" tab in the "Your Top Apps" menu on the right side of the page.
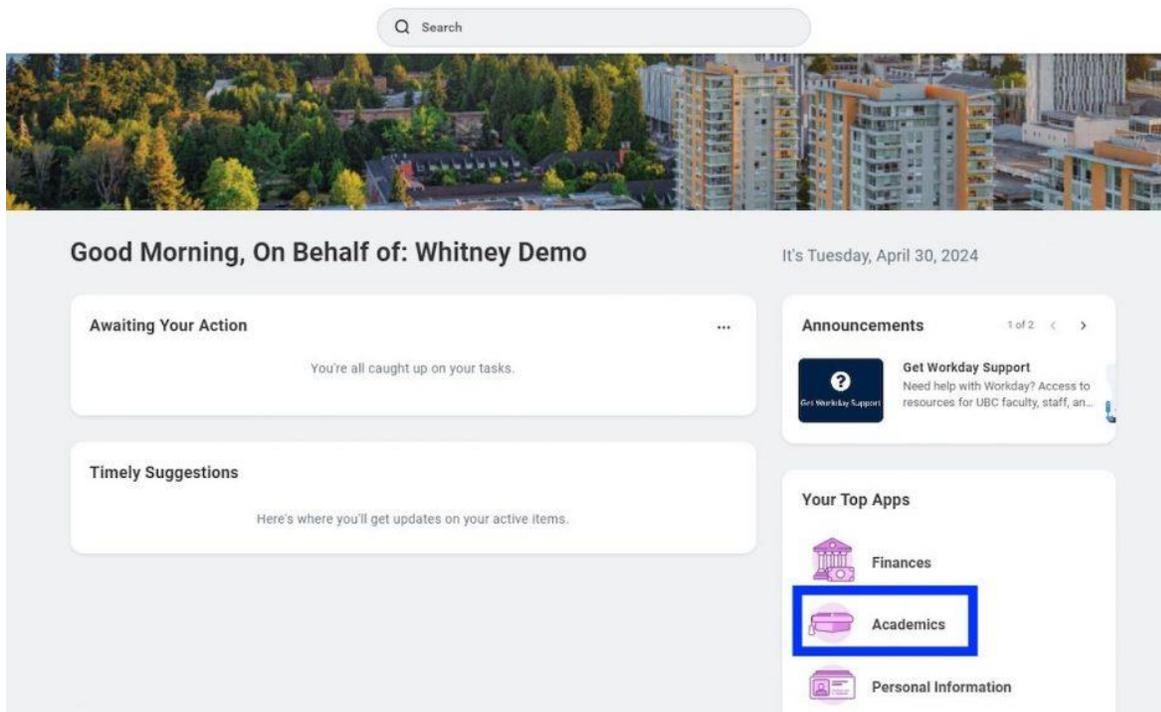
Next, view your courses

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

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.

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.

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   🔍 Search

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

					Section(s)				
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-DD3 - 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.

OK   Cancel
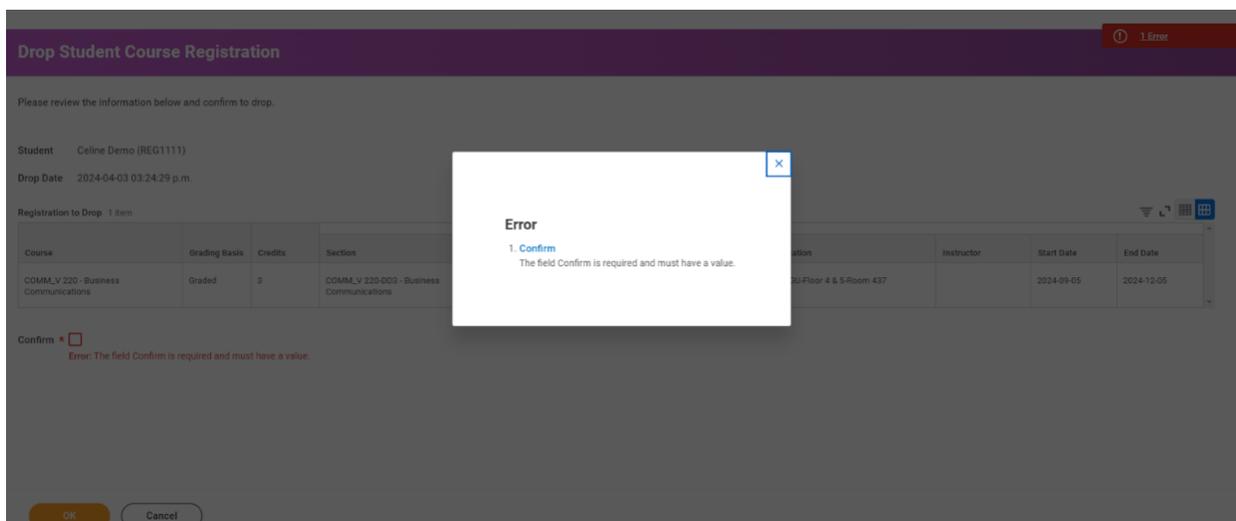
View previously dropped or withdrawn courses

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

	Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor
							Dropped/Withdrawn Sections		
🔍	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	
🔍	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](#)