

## UBC Graduate and Postdoctoral Studies

# Swapping a course

## Important information about swapping a course

Before the add/drop deadline of each term, you may add, drop, or change your courses without having it appear on your official academic record.

In Workday, you can "swap" a course, which means you can switch the course you're already signed up for with a different one. You **will not** lose your spot in your current course until your seat in the new course or section is confirmed.

Use this process to switch courses or sections instead of dropping a course. If you drop a course, your seat will immediately become available to other students. You may not be able to add it again if you're unable to register in the new course or section.

You cannot swap courses after the add/drop deadline, but you may be able to withdraw from a course.

You may withdraw from any course in which you are registered at any time up to the end of the sixth week of class for courses that span two terms. Withdrawals will be recorded on the transcript by a standing of W. Learn about the [impact to your record](#) if you withdraw.

## How to swap 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.

## UBC Graduate and Postdoctoral Studies

Q Search



### Good Morning, On Behalf of: Whitney Demo

It's Tuesday, April 30, 2024

#### Awaiting Your Action

You're all caught up on your tasks.

#### Timely Suggestions

Here's where you'll get updates on your active items.

#### Announcements

1 of 2 < >

**Get Workday Support**  
Need help with Workday? Access to resources for UBC faculty, staff, an...

#### Your Top Apps

- Finances
- Academics**
- Personal Information

### Next, view your registered courses

1. Click the "Registration & Courses" tab in the top menu.
2. On the right of the page, click the "View my Courses" link in the "Registration" menu.

# UBC Graduate and Postdoctoral Studies

The screenshot displays the UBC Graduate and Postdoctoral Studies registration portal. The interface includes a navigation menu with 'Academics', 'Registration & Courses', 'Graduation', 'Support', and 'Elections'. A search bar is located at the top right. The main content area is divided into three sections:

- COM-RPT-3770 Registration Appointments Active and Upcoming:** A table showing registration appointments for a B.A. Major in Psychology (Vancouver). The table has columns for Appointment Status, Academic Period, and Start Time. Two appointments are listed for the 2024-25 Winter Term 1 and 2, both starting on 2024-03-25 at 12:00 a.m.
- Current Schedule:** A table listing current courses with columns for Course Listing, Section, Instructional Format, and Delivery Method. Courses include OPENLV 212 - Computing Systems II, OPENLV 311 - Digital Systems Design, APBLV 316 - Equine Biology, Health and Welfare, EXCHLV 390 - Student Exchange Program, Undergraduate, ENGLV 200 - Principles of Literary Studies, and ACAMLV 250 - Asian Canadians in Popular Culture.
- Registration:** A sidebar menu with options for 'Find Course Sections', 'View My Saved Schedules', 'View My Courses', and 'Troubleshoot Registration'. Below this are 'Exams' options like 'Final Exam Schedule' and 'Standing Deferred and Supplemental Exams', and 'Quicklinks' such as 'Registration How To', 'Public Facing Schedule', and 'Canvas'.

## Swap the course

1. You'll be brought to a new page with the heading, "View my Courses". Here, go to the "My Enrolled Courses" table. You will see a summary table of the courses you are registered in.
2. Find the course you want to swap out of and use the horizontal scrollbar at the bottom of the table to move to the right.
3. Click the white "Swap" button in the last column.

## UBC Graduate and Postdoctoral Studies

The screenshot shows the 'View My Courses' page for a Bachelor of Arts (Vancouver) program. It displays a table of enrolled sections for the 2024-25 Winter Session (UBC-V). The table includes columns for Credits, Grading Basis, Section, Instructional Format, Delivery Mode, Meeting Patterns, Registration Status, Instructor, Start Date, and End Date. Each row has 'Drop' and 'Swap' buttons. Below the table, there are sections for 'My Waitlisted Courses' and 'My Enrolled Courses'.

Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date
3	Graded	ADHE_V 327-L01 - Teaching Adults	Lecture	In Person Learning		Registered		2024-09-03	2024-12-06
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
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

4. On the next page, you will have the option to select “New Course” or “New Section.” This will allow you to swap to this course if there are seats available. If the course is full, you will remain in your previous course until you find an available course or cancel the process.

The screenshot shows the 'Swap Student Course Registration' dialog box. It contains the instruction: 'Select a course to add and register in and replace the course you want to drop.' Below this, there are two radio button options: 'New Course' and 'New Section'. At the bottom, there are 'OK' and 'Cancel' buttons.

### If you select New Course

1. In the “Course to Add” field, select a course by typing the course name (e.g., “Economics”) or course code (e.g., “ECON 102”). Press the Enter key on your keyboard to search.
2. Select the course you want to swap to.

## UBC Graduate and Postdoctoral Studies

- Click the orange “OK” button to move to the next page.

**Swap Student Course Registration**

Select a course to add and register in and replace the course you want to drop.

New Course  
 New Section

Course to Drop: ACAM.V 250 - Asian Canadians in Popular Culture

Course to Add \* x ECON.V 102 - Principles of Macroeconomics Eligible: Yes

OK
Cancel

- On the next page, check the box in the “Select” column on the left side of the table to add sections and/or activities for the new course.

**Swap Student Course Registration**

Select the sections and possible corequisite sections for the course you want to add. Review and confirm the course to drop. If this course is a corequisite for another course you're registered in, you must drop both courses.

**Select Sections for Course to Add**

Course: ECON.V 102 - Principles of Macroeconomics  
 Description: Elements of theory and of Canadian policy and institutions concerning the economics of growth and business cycles, employment, national income accounting, interest and exchange rates, money and banking, the balance of trade. *Equivalency: ECON311*  
 Academic Period: 2024-25 Winter Term 1 (UBC-V)

Discussion											
Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input type="checkbox"/>	ECON.V 102-HH222DW - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Waitlist	2024-09-03	2024-12-06	In Person Learning			0	0	50
<input checked="" type="checkbox"/>	ECON.V 102-L1A - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-02	In Person Learning	2024-09-03 - 2024-12-02   Mon   6:30 p.m. - 7:30 p.m.   BUCH-Floor 2-Room D217		138	138	0
<input type="checkbox"/>	ECON.V 102-L1B - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-02	In Person Learning	2024-09-03 - 2024-12-02   Mon   6:30 p.m. - 7:30 p.m.   BUCH-Floor 2-Room D222		141	141	0
<input type="checkbox"/>	ECON.V 102-L1C - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-03	In Person Learning	2024-09-03 - 2024-12-03   Tue   4:00 p.m. - 5:00 p.m.   BUCH-Floor 2-Room D219		155	155	0
<input type="checkbox"/>	ECON.V 102-L1D - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-03	In Person Learning	2024-09-03 - 2024-12-03   Tue   5:00 p.m. - 6:00 p.m.   ICNA-Floor 3-Room 301		121	121	0
<input type="checkbox"/>	ECON.V 102-L1E - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-04	2024-12-04	In Person Learning	2024-09-04 - 2024-12-04   Wed   6:30 p.m. - 7:30 p.m.   BUCH-Floor 2-Room D217		136	136	0

OK
Cancel

- Review the “Course to Drop Confirmation” table at the bottom and make sure you are swapping out of the correct course. If the new course or section is available, once you swap out of your current course, your seat there will be open to other students.

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**Lecture**

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ECON_V 102-001 - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-06	In Person Learning	2024-09-03 - 2024-12-06   Mon Wed Fri   5:00 p.m. - 6:00 p.m.   IRC-Floor B1-Room 2		764	764	0
<input type="checkbox"/>	ECON_V 102-HH222W - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Waitlist	2024-09-03	2024-12-06	In Person Learning			0	0	50

Grading Basis ▾ Graded

Credits 3

Credit Type Credits

Course to Drop Confirmation 1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enrollment Date	Unregistered Date
ACAM_V 230-002 - Asian Canadians in Popular Culture	Lecture		2024-04-01 01:00:00.000 a.m.		2024-04-03 03:37:38.419 p.m.

6. Check the "Confirm Swap" box if you are sure you want to complete the swap.
7. Click the orange "OK" button at the bottom of the page to finalize the swap.
  - If you have not checked the "Confirm Swap" box, you will receive an error and your changes will not be saved.
  - If there are no seats available in the course or section you want to swap to, you will receive an error and not be able to continue.

<input type="checkbox"/>	ECON_V 102L1H - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-05	2024-12-05	In Person Learning	2024-09-05 - 2024-12-05   Thu   5:00 p.m. - 6:00 p.m.   BUCH-Floor 3-Room 5315		109	109	0
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**Lecture**

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ECON_V 102-001 - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-06	In Person Learning	2024-09-03 - 2024-12-06   Mon Wed Fri   5:00 p.m. - 6:00 p.m.   IRC-Floor B1-Room 2		764	764	0
<input type="checkbox"/>	ECON_V 102-HH222W - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Waitlist	2024-09-03	2024-12-06	In Person Learning			0	0	50

Grading Basis ▾ Graded

Credits 3

Credit Type Credits

Course to Drop Confirmation 1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enrollment Date	Unregistered Date
ACAM_V 230-002 - Asian Canadians in Popular Culture	Lecture		2024-04-01 01:00:00.000 a.m.		2024-04-03 03:37:38.419 p.m.

Confirm Swap

## UBC Graduate and Postdoctoral Studies

<input type="checkbox"/>	ECON_V 102.L1H - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-06	In Person Learning	2024-09-05 - 2024-12-05   Thu   5:00 p.m. - 6:00 p.m.   BUICH-Floor 3-Room B315		109	109	0	1 Error
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**Lecture**

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ECON_V 102.001 - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-06	In Person Learning	2024-09-03 - 2024-12-06   Mon Wed Fri   5:00 p.m. - 6:00 p.m.   IRC-Floor B1-Room 2		764	764	0
<input type="checkbox"/>	ECON_V 102.H222W - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Waitlist	2024-09-03	2024-12-06	In Person Learning			0	0	50

Grading Basis \* Graded

Credits 3

Credit Type Credits

Course to Drop Confirmation 1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enrollment Date	Unregistered Date
ACAM_V 250-002 - Asian Canadians in Popular Culture	Lecture		2024-04-01 01:30:00.000 a.m.		2024-04-03 03:37:38.419 p.m.

Confirm Swap \*

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

8. If your course swap was successful, the next page will show "Successful Registrations" and a table of the course(s) you have switched to.

MENU  Search

Swap Student Course Registration



**Successful Registrations**

Registered Courses 1 item

Course	Section	Meeting Times	Location
LFS_V 100 - Introduction to Land, Food and Community	LFS_V 100-001 - Introduction to Land, Food and Community		IRC-Floor B1-Room 2 SWNG-Floor 2-Room 222

View Registered Courses View Student Account

### If you select New Section

1. On the page titled "Swap Student Course Registration", review the "Course Section for Swap" field to make sure the section you want to swap is correct.
2. Click the orange "OK" button to move on to the next page.

## UBC Graduate and Postdoctoral Studies

### Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

- New Course
- New Section

Course for Section Swap    COMM\_V 220 - Business Communications

OK

Cancel

- On the next page, check the box in the "Select" column on the left side of the table to choose your new section.
- Click the orange "OK" button at the bottom left of the page to finalize the swap. If there are no seats available in the course or section you want to change into, you will receive an error and not be able to swap.

### Swap Student Course Registration

Select the section(s) you wish to add. Confirm that you wish to drop the section you are swapping out.

Course    COMM\_V 220 - Business Communications

Description    An experiential course covering a broad range of business writing and communications. For Master of Management - Dual Degree Option students only. *This course is not eligible for Credit/D/Fail grading.*

Academic Period    2024-25 Winter Term 1 (UBC-V)

#### Seminar

3 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	COMM_V 220-DD1 - Business Communications	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-05	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		50	49	0
<input type="checkbox"/>	COMM_V 220-DD3 - Business Communications	<input checked="" type="checkbox"/>	Open	2024-09-05	2024-12-05	In Person Learning	2024-09-05 - 2024-12-05   Thu   5:00 p.m. - 8:00 p.m.   ANGU-Floor 4 & 5-Room 437		56	56	0
<input type="checkbox"/>	COMM_V 220-DD7 - Business Communications	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-05	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		50	50	0

Grading Basis    Graded

Credits    3

Credit Type    Credits

OK

Cancel

## UBC Graduate and Postdoctoral Studies

5. If your section swap was successful, the next page will show a “Successfully Registered Sections” table with the course section(s) you have switched to.
6. Click the orange “Done” button to return to the “View My Courses” page.

The screenshot shows the 'Swap Student Course Registration' page. At the top, there is a navigation bar with a menu icon, the UBC logo, a search bar, and notification, mail, and user icons. Below this, the page title 'Swap Student Course Registration' is displayed in a purple header. The main content area shows the course details: 'For Course' is 'COMM\_V 220 - Business Communications' and 'Selected Sections' is 'COMM\_V 220-DD7 - Business Communications'. A table titled 'Successfully Registered Sections' shows one item: 'COMM\_V 220-DD7 - Business Communications' with a meeting time of 'ANGU-Floor 3 & 4-Room 337'. At the bottom left, there is an orange 'Done' button.

Section	Meeting Times	Location
COMM_V 220-DD7 - Business Communications		ANGU-Floor 3 & 4-Room 337

## Commonly encountered problems

### “Confirm” field error

If you do not check the “Confirm Swap” box, you will receive an error stating the “field Confirm is required and must have a value”. Your changes will also not be saved. Make sure you have checked the “Confirm Swap” box.

## UBC Graduate and Postdoctoral Studies

**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
COMM_V 220 - Business Communications	Graded	3	COMM_V 220-003 - Business Communications 6th Floor 4 & 5-Room 437

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

OK Cancel

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input type="checkbox"/>	ECON_V 102-LH - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-05	2024-12-05	In Person Learning	2024-09-05 - 2024-12-05   Thu 1:50 p.m. - 6:00 p.m.   BUICH Floor 3 Room B315		109	109	0

**Lecture**  
2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ECON_V 102-001 - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Open	2024-09-03	2024-12-06	In Person Learning	2024-09-03 - 2024-12-06   Mon Wed Fri   5:00 p.m. - 6:00 p.m.   IRC Floor B1-Room 2		764	764	0
<input type="checkbox"/>	ECON_V 102-HH222W - Principles of Macroeconomics	<input checked="" type="checkbox"/>	Waitlist	2024-09-03	2024-12-06	In Person Learning			0	0	50

Grading Basis: Graded  
Credits: 3  
Credit Type: Credits

Course to Drop Confirmation: 1 item

Section	Instructional Format	Waitlist Date	Registered Date	Enrollment Date	Unregistered Date
ACAM_V 250-002 - Asian Canadians in Popular Culture	Lecture		2024-04-01 01:00:00.000 a.m.		2024-04-03 03:37:38.419 p.m.

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

OK Cancel

### No seats available

If there are no seats available in the course or section you want to swap into, you will receive an error and not be able to continue.

## UBC Graduate and Postdoctoral Studies

Swap Student Course Registration 1 Error

Select a course to add and register in and replace the course you want to drop.

New Course  
 New Section

Course for Section Swap APBLV 318 - Applied Plant Breeding

Swap Student Course Registration 1 Error

Select a course to add and register in and replace the course you want to drop.

New Course  
 New Section

Course for Section Swap APBLV 318 - Applied Plant Breeding

**Error**

1. [New Section](#)

You can't swap this course registration because there are no available sections to swap into.

## Additional resources

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