**UBC Graduate and Postdoctoral Studies**

# Withdrawing from a course

## About withdrawing from a course

- If you're removing a course before the add/drop deadline, follow the instructions to drop the course.

- If you withdraw from a course after the add/drop deadline, a "W" standing will be noted on your transcript.

- Your program may have specific requirements for courses. Learn more about the implications of [withdrawing from courses](#).

- You may withdraw from a course at any time up until the deadline to withdraw with a "W" standing. Find the [course changes dates](#) for the academic session.

## How to withdraw from 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.

**UBC Graduate and Postdoctoral Studies**



## 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.

# UBC Graduate and Postdoctoral Studies



# Withdraw from a 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 "Withdraw" button in the last column.

## UBC Graduate and Postdoctoral Studies

4. On the next page, review the course information.



5. If this is the course you want to withdraw from, check the "Confirm Withdraw from Course" box. An alert will appear in the top right corner of the screen.



6. Click the "Alert" text in the orange alert box to read the message. A pop-up box will appear with a description of the alert, informing you that you'll receive a "W" on your academic record. If you'd still like to proceed, click the "X" in the top right corner of the window to close it and continue the process.

**UBC Graduate and Postdoctoral Studies**
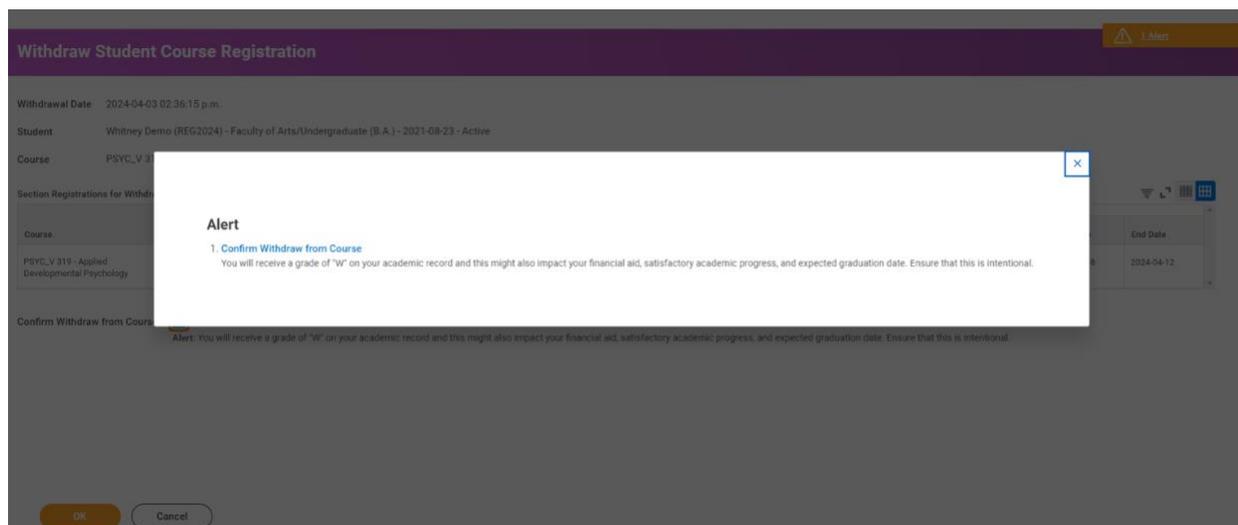


7. Click the orange "OK" button at the bottom of the page to withdraw from your course with a "W".

# Confirm your changes

1. After submitting your changes, you will be taken back to the "View my Courses" page.

2. A popup notification with the heading "You have submitted", will appear at the top of the screen.

3. Click "View Details" in the notification to go to a summary page.

**UBC Graduate and Postdoctoral Studies**

4. On the summary page, click the arrow icon on the left of "Detail and Processes"  to expand the section information.

5. Review the information. If the "Overall Status" field says "Successfully Completed", you have withdrawn from the course.



# 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 "My Dropped/Withdrawn Courses"  to expand the section information.

3. A table showing your dropped or withdrawn courses will appear.

# UBC Graduate and Postdoctoral Studies

⌄ My Dropped/Withdrawn Courses

5 items

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