

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

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 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

COM-RPT-3770 Registration Appointments Active and Upcoming

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.

[View More ...](#)

Current Schedule

Course Listing	Section	Instructional Format	Delivery M
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 212-22A - 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 311-11A - 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

Registration

- Find Course Sections
- View My Saved Schedules
- View My Courses
- Troubleshoot Registration

Exams

- Final Exam Schedule
- Standing Deferred and Supplemental Exams

Quicklinks

- Registration How To
- Public Facing Schedule
- Canvas
- More (2)

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.

2023-24 Winter Session (UBC-V)

[Calendar View](#)

My Enrolled Courses @ items

Enrolled Sections										
edits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
					SWND-Floor 2-Room 221					
3	Graded	PSYC_V 320-A_992 - Psychology of Sex Differences (A)	Lecture	In Person Learning		Registered		2024-01-08	2024-04-12	Withdraw
3	Graded	APBL_V 316-001 - Equine Biology, Health and Welfare	Lecture	In Person Learning	2024-01-09 - 2024-04-11 Tue Thu 4:00 p.m. - 5:30 p.m. MCM-Floor 1-Room 158	Registered		2024-01-08	2024-04-12	Withdraw
3	Graded	COMM_V 101-207 - Business Fundamentals	Lecture	In Person Learning	2024-01-09 - 2024-04-11 Tue Thu 5:00 p.m. - 6:30 p.m. ANGU-Floor 4 & 5-Room 492	Registered		2024-01-08	2024-04-12	Withdraw
		COMM_V 101-701 - Business Fundamentals	Discussion	In Person Learning	2024-01-12 - 2024-04-12 Fri 8:00 a.m. - 9:00 a.m. ANGU-Floor 2-Room 237	Registered		2024-01-08	2024-04-12	
3	Graded	COMM_V 105-T27 - Values, Ethics, and Community	Discussion	In Person Learning	2024-01-12 - 2024-04-12 Fri 9:00 a.m. - 10:00 a.m. ANGU-Floor 3 & 4-Room 354	Registered		2024-01-08	2024-04-12	Withdraw
		COMM_V 105-203 - Values, Ethics, and Community	Lecture	In Person Learning	2024-01-09 - 2024-04-11 Tue Thu 2:00 p.m. - 3:30 p.m. ANGU-Floor 2-Room 243	Registered		2024-01-08	2024-04-12	

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

Withdraw Student Course Registration

Withdrawal Date 2024-04-03 03:29:44 p.m.

Student Whitney Demo (REG2024) - Faculty of Arts/Undergraduate (B.A.) - 2021-08-23 - Active

Course PSYC_V 320 - Psychology of Sex Differences

Section Registrations for Withdraw 1 item

Course	Grading Basis	Credits	Withdrawal Grade	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
PSYC_V 320 - Psychology of Sex Differences	Graded	3	W	PSYC_V 320-A_992 - Psychology of Sex Differences (A)	Lecture				2024-01-08	2024-04-12

Confirm Withdraw from Course

OK Cancel

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.

Withdraw Student Course Registration Alert

Withdrawal Date 2024-04-03 02:36:15 p.m.

Student Whitney Demo (REG2024) - Faculty of Arts/Undergraduate (B.A.) - 2021-08-23 - Active

Course PSYC_V 319 - Applied Developmental Psychology

Section Registrations for Withdraw 1 item

Course	Grading Basis	Credits	Withdrawal Grade	Section	Instructional Format	Meeting Time	Location	Instructor	Start Date	End Date
PSYC_V 319 - Applied Developmental Psychology	Graded	3	W	PSYC_V 319-101 - Applied Developmental Psychology	Lecture	Mon Wed Fri 12:00 p.m. - 1:00 p.m. 2024-01-08 - 2024-04-12	BUCH-Floor 2-Room A201		2024-01-08	2024-04-12

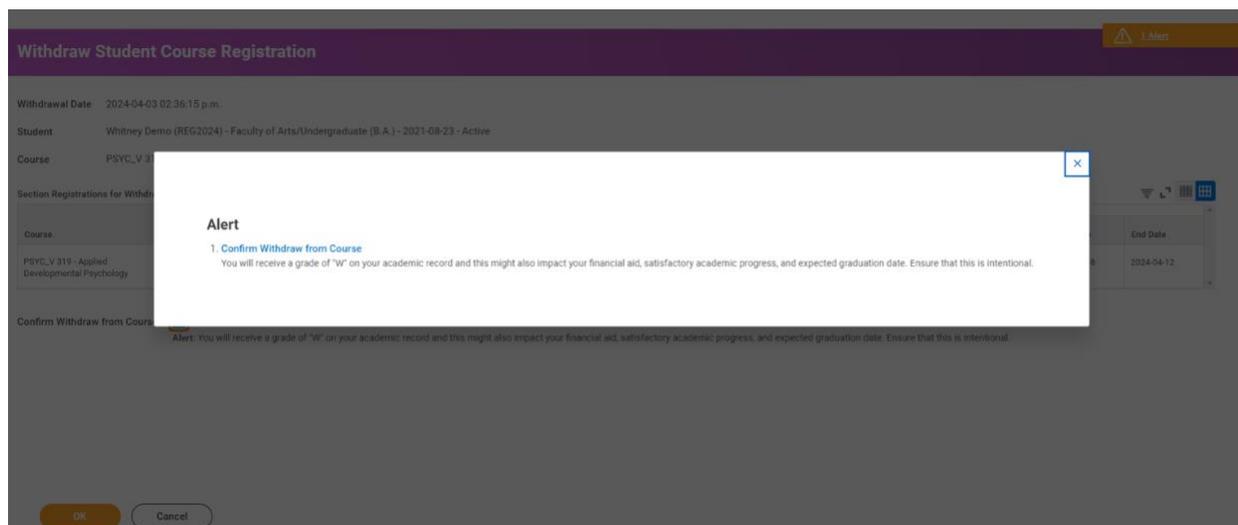
Confirm Withdraw from Course

Alert: You will receive a grade of "W" on your academic record and this might also impact your financial aid, satisfactory academic progress, and expected graduation date. Ensure that this is intentional.

OK Cancel

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.

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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.

The screenshot shows the 'View My Courses' page. A purple notification bar at the top contains the text "You have submitted" and a "View Details" link. The page header includes a menu icon, the UBC logo, a search bar, and notification icons. The main content area displays the following information:

B.A., Major in Psychology (Vancouver) (B.A.)

2024-25 Winter Session (UBC-V)

Calendar View

My Waitlisted Courses 1 item

Waitlisted Courses							Waitlisted Sections				
	Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date
Q	ECON_V 102 - Principles of Macroeconomics	Not Selected	Not Selected	ECON_V 102-HH222DW - Principles of Macroeconomics	Discussion	In Person Learning		Waitlisted		2024-09-03	2024

Enrolled Credits 0

2023-24 Winter Session (UBC-V)

Calendar View

My Enrolled Courses 7 items

Enrolled Sections

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.

The screenshot shows a user interface for UBC Graduate and Postdoctoral Studies. At the top, there is a navigation bar with a menu icon, the UBC logo, a search bar, and notification icons. Below this is a purple banner that reads "You have submitted" followed by the course details: "Registration Withdraw Event: Whitney Demo (REG2024) - Faculty of Arts/Undergraduate (B.A.) - 2021-08-23 - Active - PSYC_V 320 - Psychology of Sex Differences".

Below the banner, there is a green checkmark icon and the text "Process Successfully Completed". A section titled "Details and Process" is expanded, showing the following information:

- For:** Whitney Demo (REG2024) - Faculty of Arts/Undergraduate (B.A.) - 2021-08-23 - Active
- Overall Process:** Registration Withdraw Event: Whitney Demo (REG2024) - Faculty of Arts/Undergraduate (B.A.) - 2021-08-23 - Active - PSYC_V 320 - Psychology of Sex Differences
- Overall Status:** Successfully Completed

Below this information is a "Process" section with a table showing the process history. The table has the following columns: Process, Step, Status, Completed On, Due Date, Person (Up to 5), All Persons, and Comment.

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Registration Withdraw Event	Registration Withdraw Event	Step Completed	2024-04-03 03:31:28 p.m.		Whitney Demo (REG2024)	1	

At the bottom of the screenshot, there is an orange button labeled "Done".

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

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