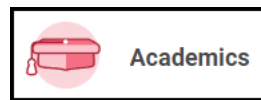# Swap a Course

Overview

This quick reference guide will cover how to swap a course.
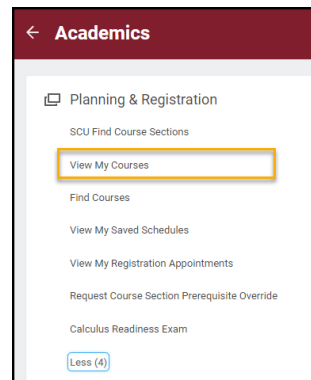
Process

1. After logging into Workday, click the **Academics** application. You can find it under the Main Menu bar, or under **Your Top Apps**.

2. The **Academics** dashboard provides links and information about your academic record.

3. In the **Planning and Registration** box, click **View My Courses**.

4. You will see a list of your current courses.

5. During the add/drop period, buttons will appear next to the courses allowing you to swap them. If you notice a horizontal scroll bar at the bottom of the screen where your courses are listed then use that to scroll all the way to the right to see the Swap button.