If you are unable to add/drop/withdraw from a course in Workday, please send the following information in an email (from your Hamline email address) to registrar@hamline.edu.

- Name
- Student ID number
- Course and section number(s) of courses you want to add/drop/withdraw
- Instructor permission if required*
  - *Instructor permission is required if you are adding a course during the add/drop period at the start of the term. Other reasons permission may be required include; closed course, missing prerequisite, etc.

EXAMPLE:
John Doe
900000001
Add: MATH 1200-1
Drop: QMBE 1310-2

If your account is on hold, you will need to get approval from Student Accounts before your registration can be processed. They can be reached at studentaccounts@hamline.edu.

Once we have processed your registration you will receive a confirmation email.