

Instructions:

1. Log in to Campus Information Services with your uNID and password:



Login

uNID: (e.g. u8675309)

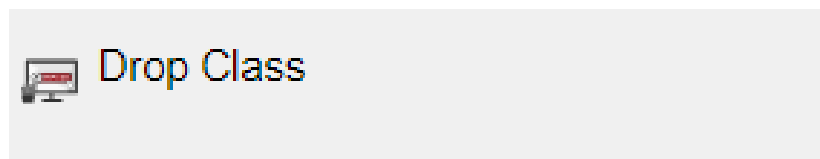
[Forgot your uNID?](#) ←

Password:

[Forgot your password?](#) ←

←

2. Click on the Registration tile on your Student Homepage, then click “Drop Class”



3. The list of classes for which you are enrolled will be displayed.

NOTE: If registration is in process for more than one term you will be provided the opportunity to select the appropriate term.

Drop Classes



1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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Change Term

✔ Enrolled ✖ Dropped ⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ART 1020-001 (6095)	Non major Basic Drawing (Studio)	MoWe 8:35AM - 10:30AM	ART 361		3.00	✔
<input type="checkbox"/>	HIST 1700-002 (1322)	American Civilization (Lecture)	MoWe 11:50AM - 1:10PM	S BEH AUD		3.00	✔
<input type="checkbox"/>	PSY 1010-001 (4367)	General Psychology (Lecture)	TuTh 7:30AM - 8:50AM	S BEH AUD		4.00	✔

Drop Selected Classes

4. To remove a class, click the checkbox in the “Select” column for the class you wish to drop.

NOTE: You may select multiple classes. If you drop after the drop deadline, a “W” grade is recorded on the transcript and appropriate tuition and fees are assessed. View the Academic Calendar to determine drop deadlines for each term.

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Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ART 1020-001 (6095)	Non major Basic Drawing (Studio)	MoWe 8:35AM - 10:30AM	ART 361		3.00	✔
<input type="checkbox"/>	HIST 1700-002 (1322)	American Civilization (Lecture)	MoWe 11:50AM - 1:10PM	S BEH AUD		3.00	✔
<input type="checkbox"/>	PSY 1010-001 (4367)	General Psychology (Lecture)	TuTh 7:30AM - 8:50AM	S BEH AUD		4.00	✔

Drop Selected Classes

5. Click the “Drop Selected Classes” button to remove the selected classes from your schedule.

Drop Classes



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Select the classes to drop and select Drop Selected Classes.

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Legend: Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ART 1020-001 (6095)	Non major Basic Drawing (Studio)	MoWe 8:35AM - 10:30AM	ART 361		3.00	
<input type="checkbox"/>	HIST 1700-002 (1322)	American Civilization (Lecture)	MoWe 11:50AM - 1:10PM	S BEH AUD		3.00	
<input type="checkbox"/>	PSY 1010-001 (4367)	General Psychology (Lecture)	TuTh 7:30AM - 8:50AM	S BEH AUD		4.00	

Drop Selected Classes

6. You will be asked to confirm your selection for deletion. Click the “Finish Dropping” button to confirm the deletion.

NOTE: If a course has more than one required part (example: lecture and lab), dropping the enrollment section listed will also drop you from all the other parts of the course you are also enrolled in.

Drop Classes



2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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Legend: Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 1020-001 (6095)	Non major Basic Drawing (Studio)	MoWe 8:35AM - 10:30AM	ART 361		3.00	

Cancel Previous Finish Dropping

7. The results of the request are displayed. A green check in the status column indicates the course was successfully dropped.

Drop Classes



3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

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Success: dropped		Error: unable to drop class
Class	Message	Status
ART 1020	Success: This class has been removed from your schedule.	

My Class Schedule

You may wish to click the "My Class Schedule" button to obtain an updated schedule of your classes.