Dropping a Class

You can drop a class from your schedule up until the last day of the regular drop period. After this date occurs, you can late drop a class until the last day of the late drop period. **Note:** An LD will be listed on your transcript when you late drop a class. Students who are considering late dropping a class are encouraged to discuss the implications with an advisor.

## Navigating to the Drop Classes Page

1. From the Student Home Base, select the **Enrollment** button.
2. Select the **Drop Classes** button located in the navigation collection on the left side of the page.
3. Select the **term** in which you would like to drop a class and a list of classes for that term will then appear.



Figure 1: List of available terms that can be selected.

## Dropping a Class from Your Schedule

The classes you are enrolled in for the selected semester will be displayed.

1. When selecting the class(es) to be dropped, the **Tuition Calendar** can be used to provide additional information about possible tuition adjustments. To continue with dropping a class after viewing the Tuition Calendar for a class, select the **Return to Drop Classes** button.
2. Select the checkbox to the left of the class you wish to drop and click the **Next >** button.



Figure 2: A table with the list of classes the student is currently enrolled in.

1. To complete the process and drop the class from your schedule, select the **Drop Classes** button.



Figure 3: A table with the list of classes the student is requesting to drop.

1. Review the results to verify you have successfully dropped the class.



Figure 4: Message display for the results of the drop transaction.

Once you are finished verifying the results, you can return to your **Student Home Base** to view your schedule.

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