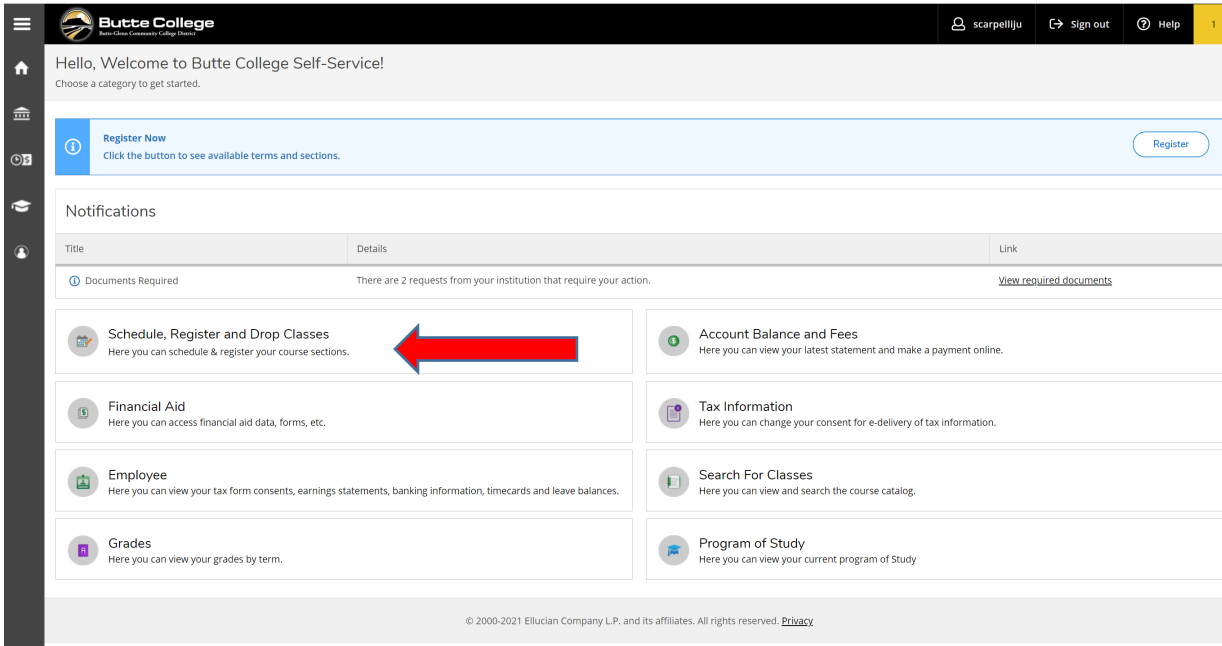
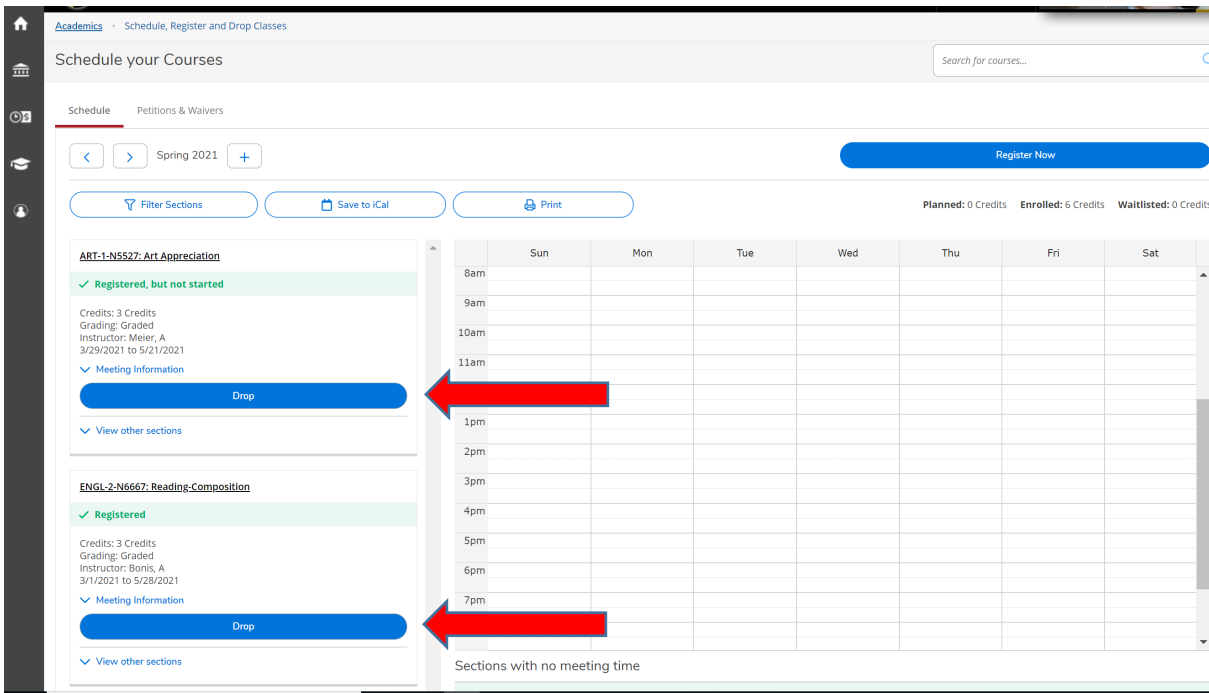


Steps To Drop A Class

From the Self Service Homepage, click on “Schedule, Register, and Drop Classes.”



Find the classes that you wish to drop to the left of your Schedule. You may have to scroll down to see all of your classes. Click the Drop Button(s).



Click on the check boxes to confirm the Course or Courses that you wish to drop and click "Update."

The screenshot shows the 'Schedule your Courses' interface. A modal dialog box titled 'Register and Drop Sections' is open, displaying the message: 'You have elected to drop: ART-1-N5527 (3 Credits)'. Below this, it asks to 'Select sections to drop:' and lists two options: 'ART-1-N5527 (3 Credits)' and 'ENGL-2-N6667 (3 Credits)', both with checked checkboxes. At the bottom of the dialog are 'Cancel' and 'Update' buttons. In the background, the course details for 'ART-1-N5527: Art Appreciation' are visible, showing a status of 'Registered, but not started' and a 'Drop' button. Red arrows point from the 'Drop' button to the dialog and from the dialog's 'Update' button to the background.

Successfully dropped courses have a status of "Planned" and are shaded gold on your Schedule. To remove "Planned" courses from your Schedule, click on the "X"s next to each individual course. If you have dropped all of your courses, you may click on the "Removed Planned Courses" button to remove all of your "Planned Courses" from your Schedule.

The screenshot shows the 'Schedule your Courses' interface with a 'Remove Planned Courses' button highlighted by a red arrow. The course 'ART-1-N5527: Art Appreciation' is shown with a status of 'Planned' and a gold background. A callout box points to this status with the text: 'To confirm drop, check that course status says "Planned" and is shaded gold'. Another callout box points to the 'X' icon next to the course name with the text: 'Click "X"s to delete from "Planned" Schedule.' A red arrow points from the 'X' icon to the 'Remove Planned Courses' button. The interface also shows a grid of course sections with meeting times from 8am to 8pm.