

Enrollment - Drop Classes

Once classes are added if a class needs to be dropped off the schedule during the drop period, click on the drop tab under enrollment, or the Enrollment:Drop Classes navigation. Then click on the classes that is to be dropped. Then Drop Selected Classes at the bottom. For classes with labs or discussions the lab or discussion will be dropped with the lecture even though only one is selected.

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Drop Classes

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Drop Classes

1 | [] | []

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AAAS 690-1100 (10061)	Investigation and Conference (Ind Study)		TBA	Staff	2.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	GEOG 148-1600 (16331)	Scientfc Princpls Envrnmt Stds (Discussion)	M 3:00PM - 3:50PM	Snow 316	Staff		<input checked="" type="checkbox"/>
<input type="checkbox"/>	GEOG 148-1000 (16317)	Scientfc Princpls Envrnmt Stds (Lecture)	TuTh 4:00PM - 5:15PM	Wescoe 3140	K. Nuckolls	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	GEOL 103-1000 (16539)	Geology Fundamentals Laboratory (Lab Main)	MW 9:00AM - 10:50AM	Lindley 307	D. Kamola	2.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PSYC 105-1000 (22699)	General Psychology, Honors (Lecture)	TuTh 9:30AM - 10:45AM	Fraser 547	D. Holmes	3.00	<input checked="" type="checkbox"/>

[DROP SELECTED CLASSES](#)

The class will then show on the next page to be confirmed. The Finish Dropping then needs to be clicked so the class will no longer appear on the Class Schedule.

Enroll & Pay

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Drop Classes

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Drop Classes 1 2 3

2. Confirm your selection

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

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Class	Description	Days/Times	Room	Instructor	Units	Status
GEOG 148-1600 (16331)	Scientfc Princpls Envrnmt Stds (Discussi	M 3:00PM - 3:50PM	Snow 316	Staff		✓
GEOG 148-1000 (16317)	Scientfc Princpls Envrnmt Stds (Lecture)	TuTh 4:00PM - 5:15PM	Wescoe 3140	K. Nuckolls	3.00	✓

CANCEL PREVIOUS **FINISH DROPPING**

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The message will confirm that the class has been dropped. If an error occurs then the class is not dropped.

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Drop Classes 1 2 3

3. View results

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

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Class	Message	Status
GEOG 148	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

The example below shows errors for classes that have NOT been dropped.

Enrollment: Drop Classes

Enroll & Pay

Favorites Main Menu > Self Service > Enrollment > Enrollment: Drop Classes

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Drop Classes

1 2 3

3. View results

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

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✔ Success: dropped	✘ Error: unable to drop class
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Class	Message	Status
AAAS 690	Error: You cannot drop this class. Dropping this class would put you below the minimum required units.	✘
GEOL 103	Error: You cannot drop this class. Dropping this class would put you below the minimum required units.	✘
PSYC 105	Error: You cannot drop this class. Dropping this class would put you below the minimum required units.	✘

[MY CLASS SCHEDULE](#)

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[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#) | [Withdrawal Form](#)