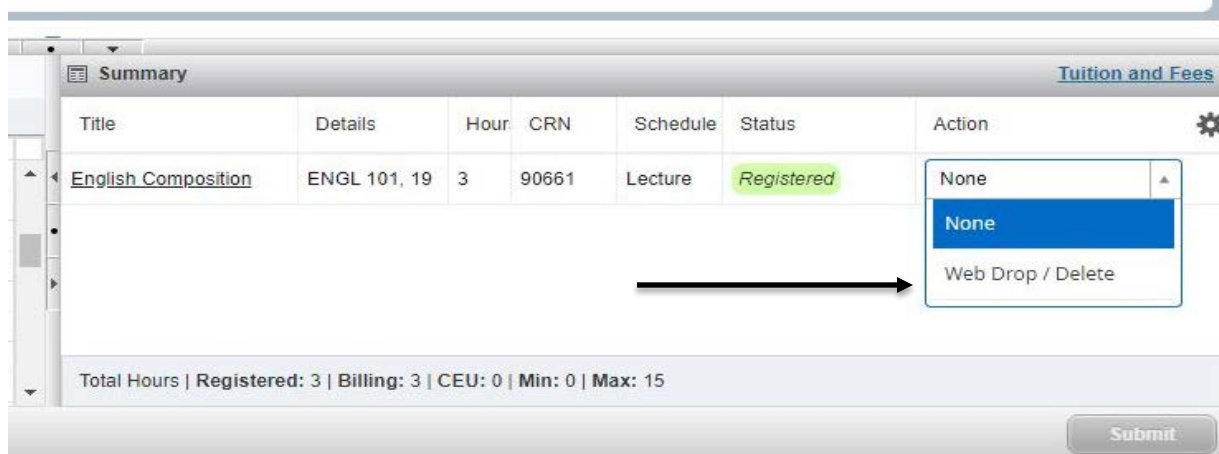


Quick Tips for Dropping or Withdrawing from a Class

1. Go to the Current Student Hub, click on “Self Service” and log on.
2. Click on “Student Services”. Click “Registration”. Click on “Register for Classes” and choose the term.
3. In the Summary panel, select “Web Drop/Delete” from the menu and click **Submit**. Please note: Classes can only be dropped through the first 7 calendar days of the term (summer and part term courses may have different deadlines).

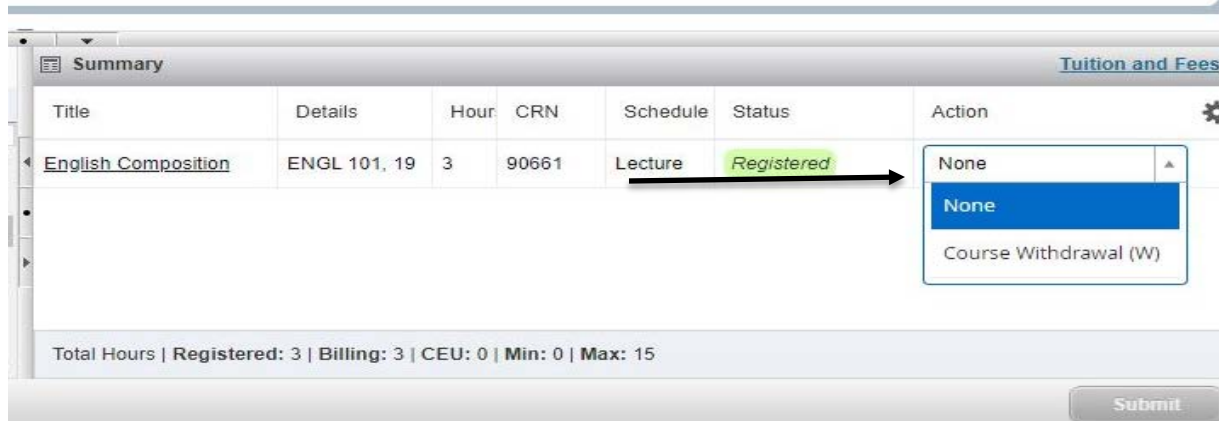


The screenshot shows a web interface titled "Summary" with a "Tuition and Fees" link. It contains a table with the following data:

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition	ENGL 101, 19	3	90661	Lecture	Registered	None None Web Drop / Delete

Below the table, it says: "Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15". At the bottom right is a "Submit" button. An arrow points from the "Web Drop / Delete" option in the Action menu to the "Submit" button.

4. Students may also withdraw from a course online. In the Summary panel of the “Register for Classes” link, select “Course Withdrawal (W)” and click “Submit”. Following the 7th calendar day of the semester, all course withdrawals become a fixture of the student’s academic record and will be displayed as a “W” on the transcript. This grade is non-punitive and does not count into the Grade Point Average or Earned Credit Hours. It does count into the Attempted Credit Hours and as an attempted course within the repetition of Courses policy.



The screenshot shows the same web interface as above, but with the "Course Withdrawal (W)" option selected in the Action menu:

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition	ENGL 101, 19	3	90661	Lecture	Registered	None None Course Withdrawal (W)

Below the table, it says: "Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15". At the bottom right is a "Submit" button. An arrow points from the "Course Withdrawal (W)" option in the Action menu to the "Submit" button.