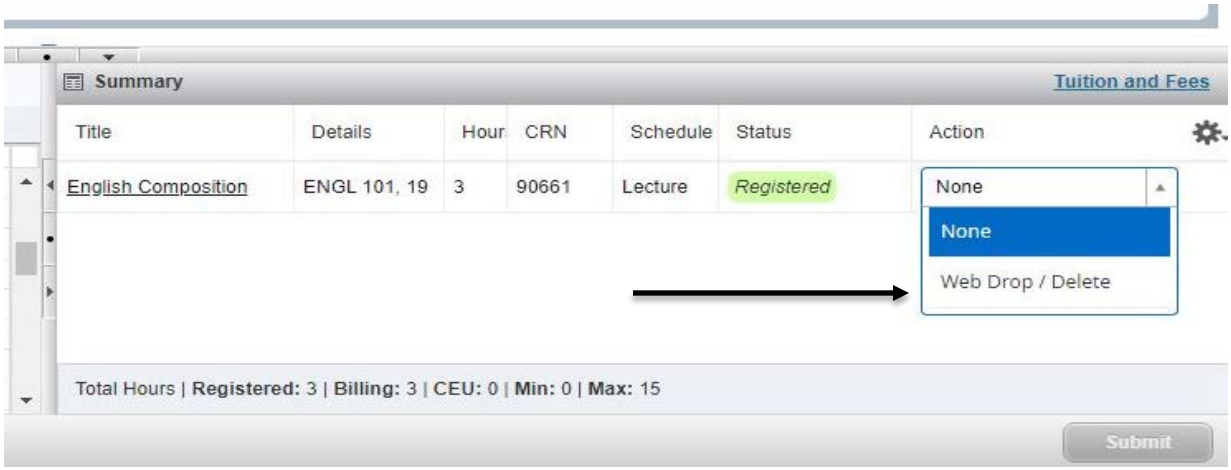
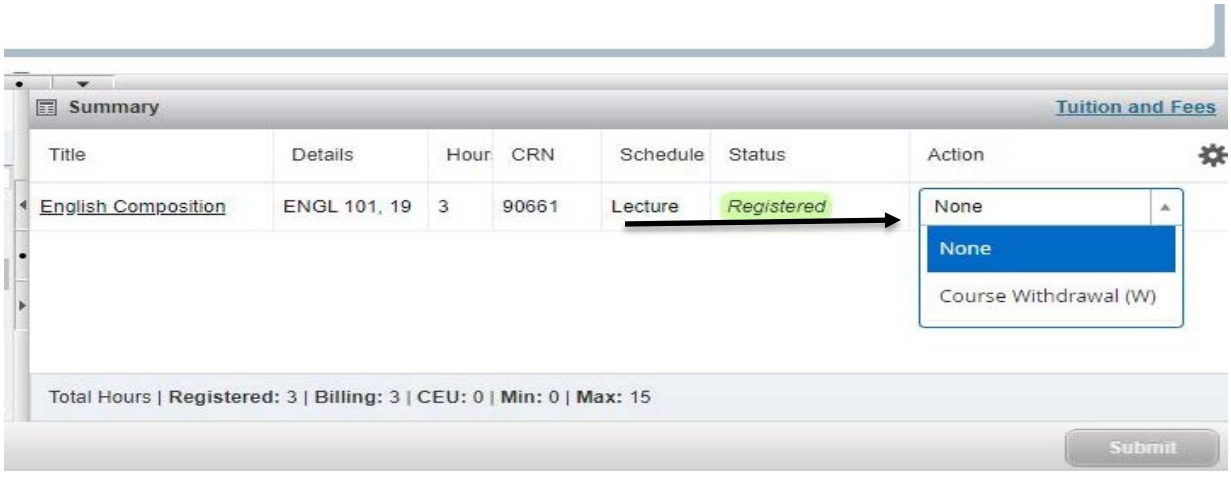
Quick Tips for Dropping or Withdrawing from a Class

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).**



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.**