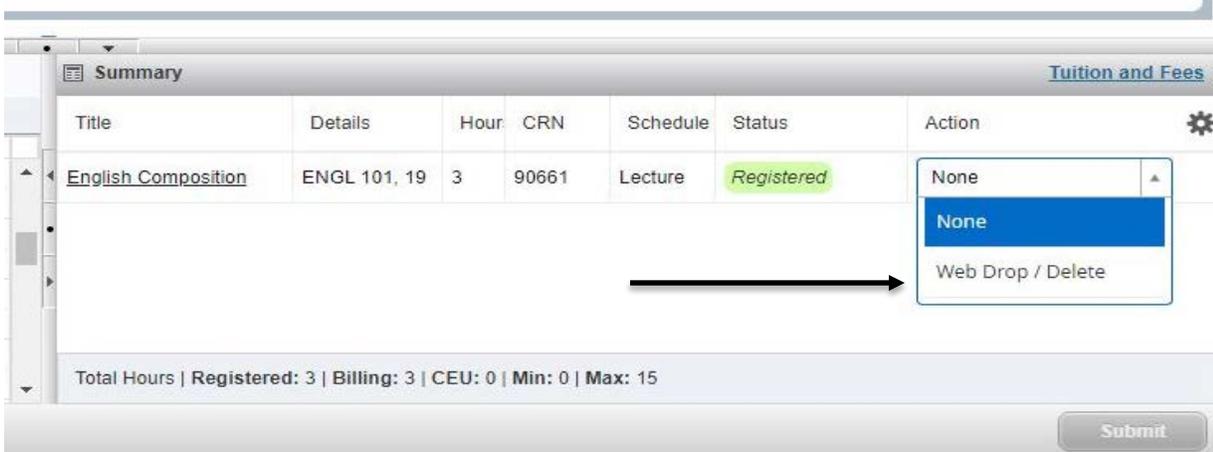


Quick Tips for Dropping or Withdrawing from a Class

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 'Summary' panel with a table of course details. The 'Action' column for the 'English Composition' course has a dropdown menu open, with 'Web Drop / Delete' selected. An arrow points from the text 'Web Drop / Delete' in the instructions to this option in the menu.

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition	ENGL 101, 19	3	90661	Lecture	Registered	<ul style="list-style-type: none"> None None Web Drop / Delete

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Submit

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 'Summary' panel as above, but the dropdown menu in the 'Action' column now has 'Course Withdrawal (W)' selected. An arrow points from the text 'Course Withdrawal (W)' in the instructions to this option in the menu.

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition	ENGL 101, 19	3	90661	Lecture	Registered	<ul style="list-style-type: none"> None None Course Withdrawal (W)

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Submit