



# STUDENT GUIDE

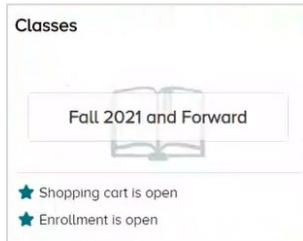
Enrollment: Drop Classes

*03/29/2021*

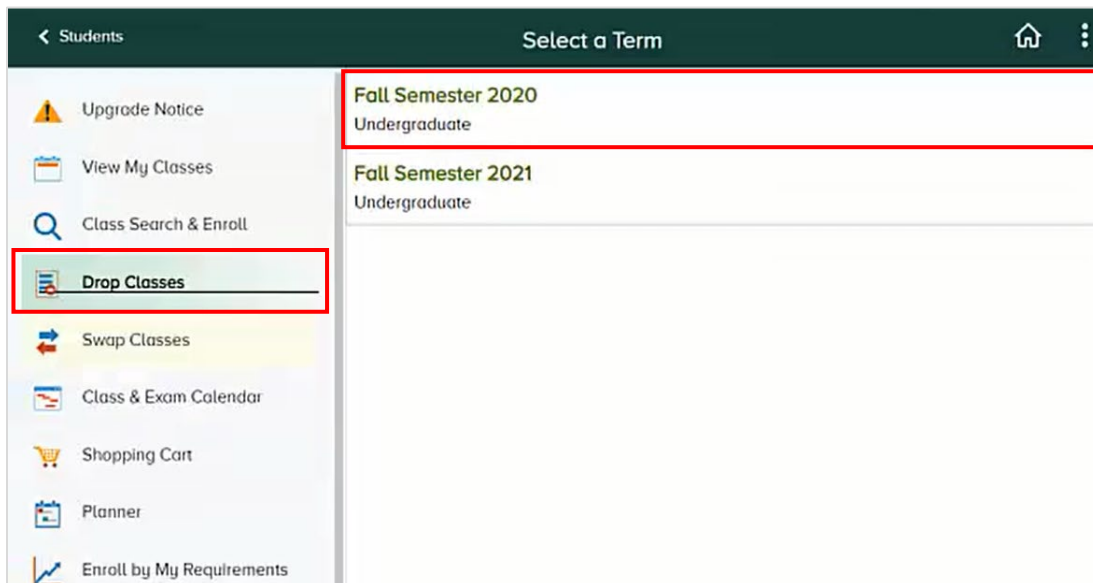




## Enrollment: Drop Classes



1. Click the **Classes** tile. The **Manage Classes** page will open with a list of menu items on the left.
2. Click **Drop Classes** from the left-side menu.



3. Select the semester.  
A **Drop Classes** page will appear with two steps to complete.
4. **Complete Step 1 of 2: Select Classes to Drop.**
  - a. Click the checkbox for the class you wish to drop.
  - b. Click **Next**.



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1 Select Classes to Drop Complete

2 Review Classes to Drop Not Started

### Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Class Comp Laboratory - Class Sect 004 - Class Nbr 10989	CE 273 CEE Measurements	Thursday 11:30AM to 12:20PM Thursday 12:40PM to 2:30PM	Engineering Building 1538 To be Announced	Staff Staff	2.00	Enrolled
	Class Comp Lecture - Class Sect LEC1 - Class Nbr 10990		Monday 8:00AM to 8:50AM	Engineering Building 1145	Staff		
<input type="checkbox"/>	Class Comp Lecture - Class Sect 001 - Class Nbr 11008	CE 371 Sustainable CEE Systems	Monday Wednesday Friday 11:30AM to 12:20PM	Engineering Building 2243	Staff	3.00	Enrolled
<input type="checkbox"/>	Class Comp Recitation - Class Sect 001 - Class Nbr 20856	MTH 101 Quantitative Literacy I	Thursday 8:30AM to 9:50AM	Wells Hall A128	Staff	3.00	Enrolled
	Class Comp Lecture - Class Sect LEC2 - Class Nbr 20885		Tuesday 8:30AM to 9:50AM	Wells Hall B117	Staff		

5. Complete Step 2 of 2: Review Classes to Drop.

- a. Review and verify the class components to be dropped.
- b. Click the **Drop Classes** button.

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1 Select Classes to Drop Complete

2 Review Classes to Drop Visited

### Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
Class Comp Laboratory - Class Sect 004 - Class Nbr 10989	CE 273 CEE Measurements	Thursday 11:30AM to 12:20PM Thursday 12:40PM to 2:30PM	Engineering Building 1538 To be Announced	Staff Staff	2.00	Enrolled
Class Comp Lecture - Class Sect LEC1 - Class Nbr 10990		Monday 8:00AM to 8:50AM	Engineering Building 1145	Staff		

- c. On the confirmation pop-up, click **Yes**.

Confirm that the following class(es) are to be dropped

A second pop-up will appear reminding you of possible financial aid implications.

Financial aid awards may be revised if your enrollment changes at any point in a semester. If you have questions or concerns, please contact the Office of Financial Aid. (20800,7)

- d. Click **OK**.

A **Confirmation** page will appear with a green checkmark indicating that the class has been dropped from your schedule.



Students Confirmation

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- Upgrade Notice
- View My Classes
- Class Search & Enroll
- Drop Classes**

✓ CE 273 - Civil and Environmental Engineering Measurements  
This class has been dropped.