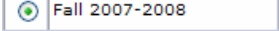


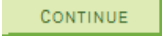
# Student Service Center – Academic Section – Drop a Class

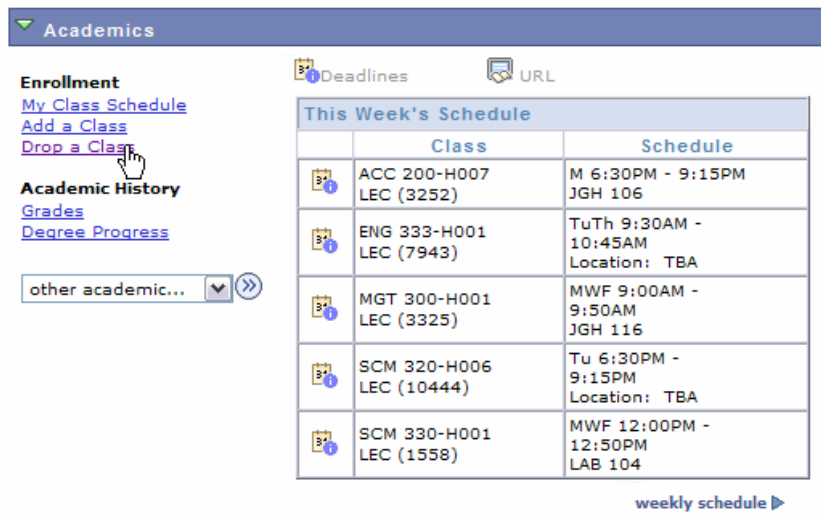
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## Basic Navigation

1. Click on the [Drop a Class](#) link in the Student Service Center.

2. Click on the semester in which you want to drop the class. 

3. Click on the  button.



The screenshot shows the 'Academics' section of the SOAR system. On the left, under 'Enrollment', the 'Drop a Class' link is highlighted with a mouse cursor. Below it are links for 'Academic History', 'Grades', and 'Degree Progress'. A search box contains 'other academic...'. On the right, there are icons for 'Deadlines' and 'URL'. The main content is a table titled 'This Week's Schedule' with the following data:

	Class	Schedule
	ACC 200-H007 LEC (3252)	M 6:30PM - 9:15PM JGH 106
	ENG 333-H001 LEC (7943)	TuTh 9:30AM - 10:45AM Location: TBA
	MGT 300-H001 LEC (3325)	MWF 9:00AM - 9:50AM JGH 116
	SCM 320-H006 LEC (10444)	Tu 6:30PM - 9:15PM Location: TBA
	SCM 330-H001 LEC (1558)	MWF 12:00PM - 12:50PM LAB 104

At the bottom right of the table, there is a link: [weekly schedule ▶](#)

**Step 1: Select classes to drop**

✔ Enrolled    ✕ Dropped

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">ACC 200-H007 (3252)</a>	Intro To Fin Acc (Lecture)	M 6:30PM - 9:15PM	JGH 106	V. Simmons	3.00	✔
<input type="checkbox"/>	<a href="#">ENG 333-H001 (7943)</a>	Technical Writing (Lecture)	TuTh 9:30AM - 10:45AM	TBA	G. Winter	3.00	✔
<input type="checkbox"/>	<a href="#">MGT 300-H001 (3325)</a>	Mgt For Org (Lecture)	MWF 9:00AM - 9:50AM	JGH 116	A. Sevier	3.00	✔
<input type="checkbox"/>	<a href="#">SCM 320-H006 (10444)</a>	Bus And Prof Spking (Lecture)	Tu 6:30PM - 9:15PM	TBA	K. Wingo	3.00	✔
<input checked="" type="checkbox"/>	<a href="#">SCM 330-H001 (1558)</a>	Small Group Comm (Lecture)	MWF 12:00PM - 12:50PM	LAB 104	Staff	3.00	✔

DROP SELECTED CLASSES

1. Click in the checkboxes of the classes you want to drop.
2. Click on the DROP SELECTED CLASSES button.

**Step 2: Confirm your selection**

✔ Enrolled    ✕ Dropped

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">SCM 330-H001 (1558)</a>	Small Group Comm (Lecture)	MWF 12:00PM - 12:50PM	LAB 104	Staff	3.00	✔

CANCEL    
 PREVIOUS    
 FINISH DROPPING


1. Verify this is the class that you want to drop.
2. Click on the FINISH DROPPING button.


### ***Step 3: View results***

#### **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

Class	Message	Status
PSY 360	<b>Message:</b> You have been given a grade of WP for this class.	

[MAKE A PAYMENT](#)

[MY CLASS SCHEDULE](#)

1. You will get 1 of the 2 messages below:
  - a.  = Dropped success
  - b.  = Unable to drop class successfully (may be past the drop date)
2. You have the choice to make a payment. If you so choose, click on the [MAKE A PAYMENT](#) button. (See the chapter on “Making a Payment” for further instructions.)
3. You have the choice to view your class schedule. If you so choose, click on the [MY CLASS SCHEDULE](#) button. (See the chapter on “Viewing my student information.”)