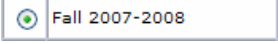
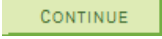


## **Student Service Center – Academic Section – Drop a Class (CHEATSHEET)**

### ***Basic Navigation***

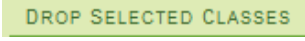
1. Click on the [Drop a Class](#) link in the Student Service Center.

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

3. Click on the  button.

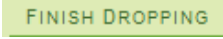
### ***Step 1: Select classes to drop***

1. Click in the checkboxes of the classes you want to drop.

2. Click on the  button.

### ***Step 2: Confirm your selection***

1. Verify this is the class that you want to drop.


2. Click on the  button.


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

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  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  button. (See the chapter on “Viewing my student information.”)