Students: Drop a Class after the Deadline / Special Permission Drop

1. Click the Courses and Enrollment tile.

2. Select “Drop a Class.”

3. If applicable, select the appropriate term and click “Continue.”

   ![Select Term]

4. Select the checkbox(es) for the class(es) you wish to drop.

5. Click the “Drop Selected Classes” button.

   ![Select Class]

6. Review the course info and confirm your drop by clicking on “Finish Dropping.”

7. If you are dropping outside of the normal add/drop period, you’ll receive a message to indicate special permission must be granted. If you want to proceed, click the Special Permission button.

NOTE: Turn off pop-up blocker!!
8. a. Choose the appropriate reason for the late drop.
b. Enter daytime phone number in case further discussion is needed.
c. Type in a comment to provide detailed reasoning for late drop.
d. Check ‘understanding statements’ if you agree.
e. Click the Submit button.

9. Be sure to click the SUBMIT button!!

Once submitted, you will receive a verification of submission message with pertinent info. Also, an email is sent only to the instructor of the course. Monitor your student email for requested information and updates.

NOTE: Don’t assume that a ‘special request’ will be automatically granted. Questions regarding the request should be directed to the instructor of the course.