



## Dropping Courses

- In the Student Center and other enrollment pages, you will see link to Enroll.
- Click on the "Enroll" link and select the 'Drop' Tab and select the term.

**Student Center**

**Francis's Student Center**

Academics

[Search](#)  
[Plan](#)  
[Enroll](#) ←  
[My Academics](#)

**i** You are not enrolled in classes.

enrollment shopping cart ▶

SEARCH FOR CLASSES

Holds  
No Holds.

To Do List  
No To Do's.

other academic... ▾ >>

**Francis Falcon** go to ... ▾ >>

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

**Drop Classes** 1 2 3

**Select Term**

Select a term then click Continue.

Term	Career	
<input type="radio"/> Summer 2008-09	Undergraduate	Univ of Wisconsin-River Falls
<input type="radio"/> Fall 2009-10	Undergraduate	Univ of Wisconsin-River Falls

Click on 'drop' and then select the term.

CONTINUE

- Beside each of your courses will be a check box.
- "Check" the box for each of the courses you would like to drop.
- Click "Drop Selected Classes" button to submit your drop(s).



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my class schedule || add || drop || swap || edit || term information

## Drop Classes

1 2 3

### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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check this box, then click 'DROP SELECTED CLASSES'

Enrolled  Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">SOC1 100-04 (3416)</a>	Introduction to Sociology (Lecture)	TuTh 2:00PM - 3:15PM	Kleinpell Fine Arts 141	B. Miller	3.00	<input checked="" type="checkbox"/>

[DROP SELECTED CLASSES](#)

[My Fall 2009-10 Class Schedule](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

- A confirm your selection page will come up.
- Click the Finish Dropping button to confirm you want to drop the listed class.



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my class schedule add drop swap edit term information

## Drop Classes

1 2 3

### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">SOCI 100-04 (3416)</a>	Introduction to Sociology (Lecture)	TuTh 2:00PM - 3:15PM	Kleinpell Fine Arts 141	B. Miller	3.00	✓

CANCEL PREVIOUS FINISH DROPPING

- If your drop was successful, you will see a "Success" page that confirms the class was dropped.
-



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my class schedule || add || drop || swap || edit || term information

### Drop Classes

1 2 3

### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

shows drop was successful.

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✓ Success: dropped		✗ Error: unable to drop class
Class	Message	Status
SOCI 100	<b>Success:</b> This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

You can verify that your drop was successful by going to the "View My Schedule" page to make sure the course does not show up in your schedule.

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Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

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You are not registered for classes in this term. **Drop was successful.**

- Congratulations, you have successfully dropped your course(s).