



Registration - Drop a Class Guide

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Search by Course Subject	Error! Bookmark not defined.
Additional Search Criteria	Error! Bookmark not defined.

Introduction

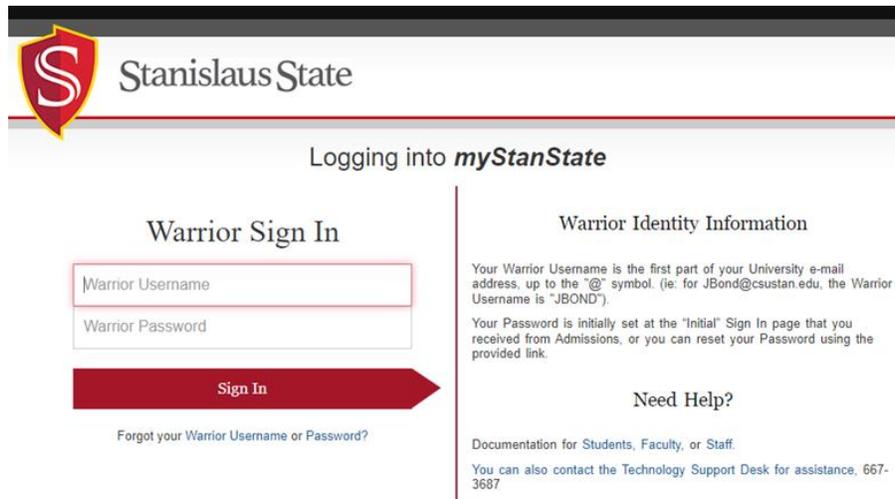
This guide outlines the process for students to **drop classes** through Student Center self-service.

Note: Classes must be dropped before the Census Date of a term. Refer to the Schedule of Classes [Dates to Remember](#) webpage for the last day to add or drop classes.

Navigating to PeopleSoft

The **Student Center** is accessible from within **PeopleSoft**. You can navigate to PeopleSoft using the links found on your **myStanState** dashboard.

Using your preferred internet browser, navigate to my.csustan.edu and log in using your Stanislaus State credentials. You will be prompted to log in using Multi-Factor Authentication (MFA). For more information or help with issues involving MFA, please contact OIT.



The screenshot shows the Stanislaus State myStanState login page. At the top left is the Stanislaus State logo. The main heading is "Logging into myStanState". Below this, there are two columns. The left column is titled "Warrior Sign In" and contains two input fields: "Warrior Username" and "Warrior Password". Below these fields is a red arrow-shaped "Sign In" button. Underneath the button is a link: "Forgot your Warrior Username or Password?". The right column is titled "Warrior Identity Information" and contains two paragraphs of text explaining the username and password requirements. Below this text is a "Need Help?" section with a link for "Documentation for Students, Faculty, or Staff" and a note that users can contact the Technology Support Desk at 667-3687.

Upon logging in, you will see your **Student Dashboard**. Scroll down and locate the box within your **Student Dashboard** with the header labeled **PeopleSoft**. Within the **Peoplesoft** box will be a header labeled **PeopleSoft Single Signon**. Click the link below this header labeled **MyStanState Student Center** to navigate into **PeopleSoft**.

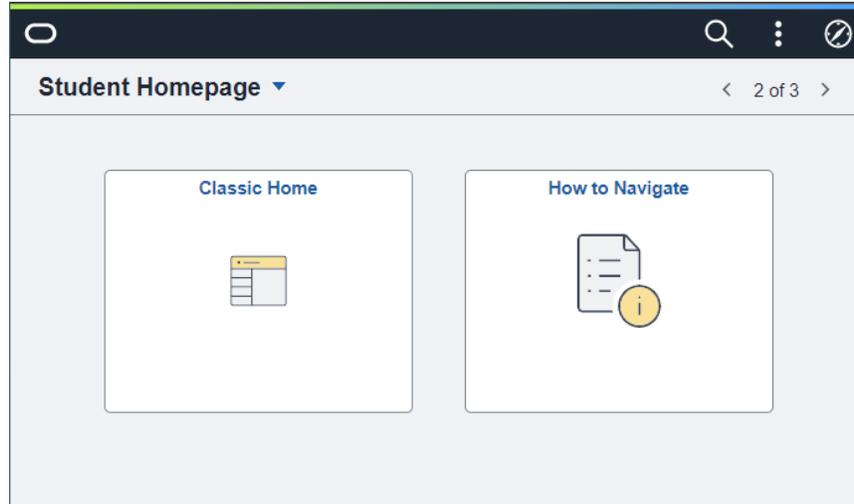


The screenshot shows two side-by-side browser windows. The left window is the myStanState Student Dashboard. It has a dark header with the myStanState logo and a "Logout" link. Below the header is a "Student Dashboard" section with a plus icon. Underneath are two "Information & Resources" sections, each with a list of links and a numbered list of instructions. The right window is the PeopleSoft Single Signon page. It has a light gray header with the "PeopleSoft" logo. Below the header is a "PeopleSoft Single Signon" section with a large heading. Underneath are three links: "CFS - Finance System", "MyStanState Human Resources", and "MyStanState Student Center". The "MyStanState Student Center" link is highlighted with a yellow background.

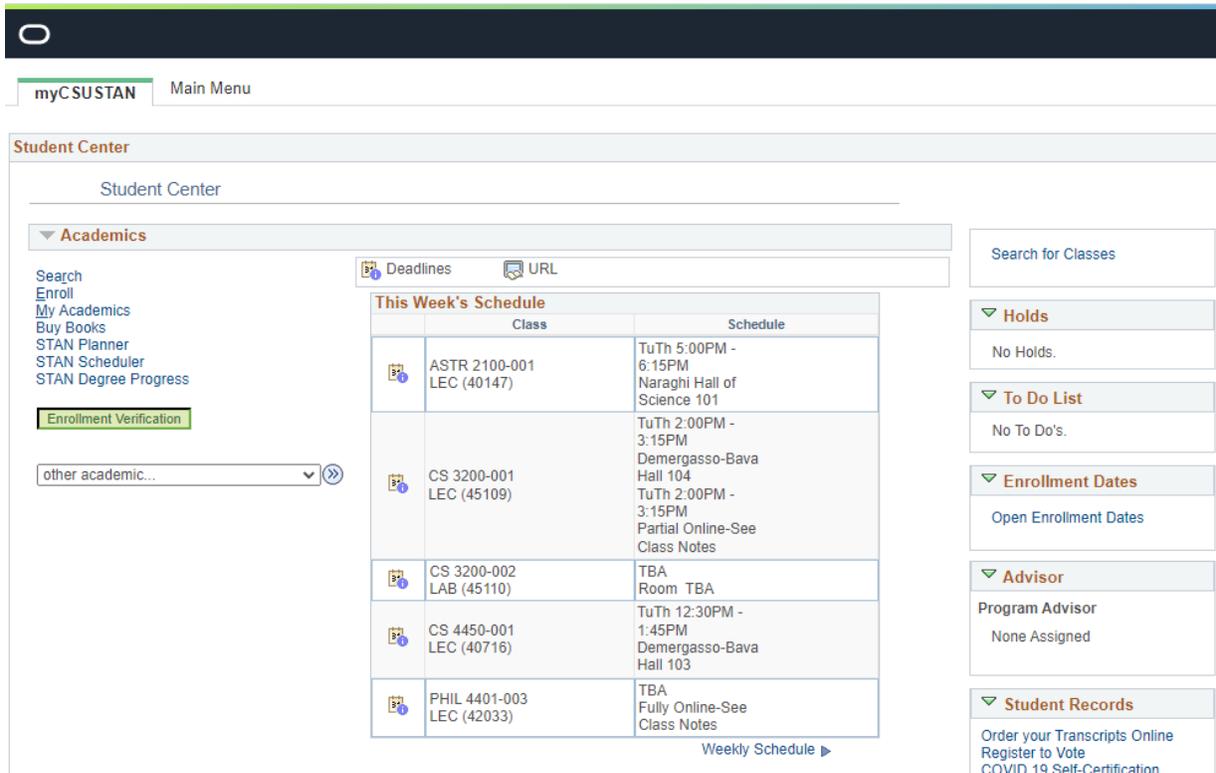
Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.

Navigating to the Student Center

Upon login, you will land on your **Student Homepage** within PeopleSoft.

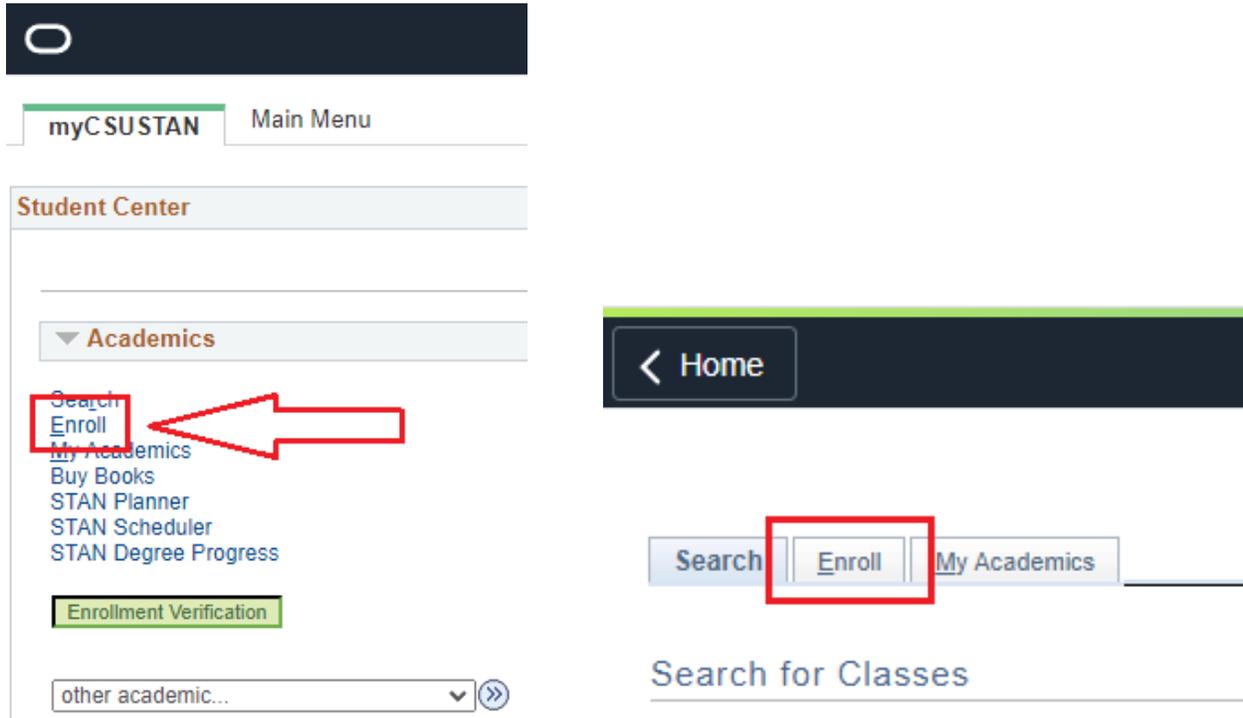


Click on the tile labeled **Classic Home** to enter PeopleSoft and navigate to your **Student Center**—the Student Center screen will display by default.



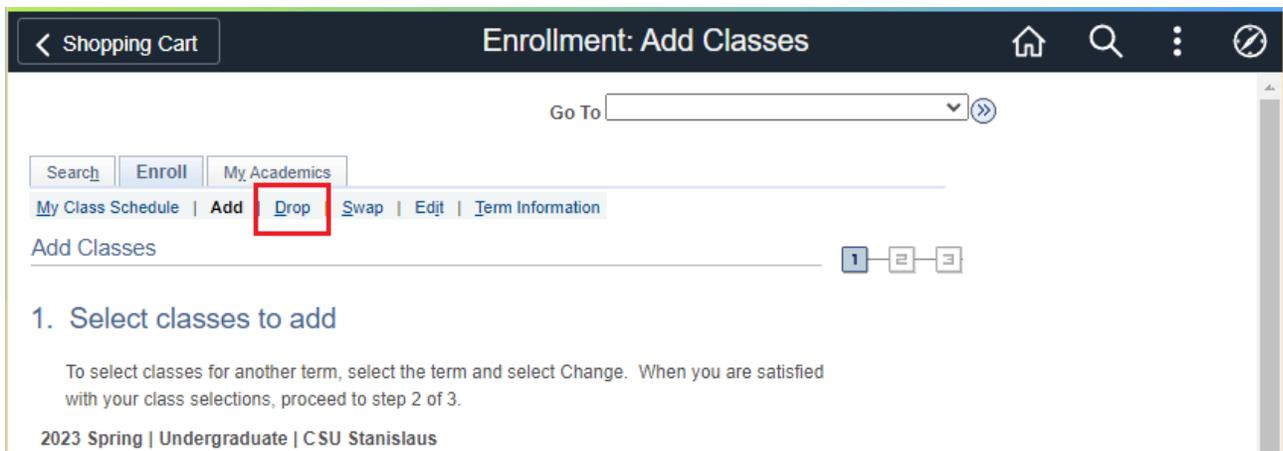
Dropping a Class

Classes are dropped from your schedule via the **Enroll** page. The **Enroll** page is accessible from the **Student Center** Academics menu, as well as from the **Search** and **My Academics** pages via the tabs at the top of the page.



You may receive friendly reminders from your institution prior to entering the **Enroll** page—please read the messaging and click the confirmation button as necessary.

From the **Enroll** page, select the **Drop** link located in the top menu.



From the Drop page, confirm you are in the correct Term and **check the box** under the **Select** column to the left of the class section you intend to drop from your schedule. You can select more than one box to drop multiple class sections at the same time.

Search | Enroll | My Academics

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 select Drop Selected Classes.

2023 Spring Undergraduate | CSU Stanislaus

✔ Enrolled
⊗ Dropped
⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	CS 3000-001 (20640)	Communication Networks (Lecture)	MoWeFr 12:00PM - 12:50PM MoWeFr 12:00PM - 12:50PM	Partial Online-See Class Notes Dorothy & Bill Bizzini 233	D. Kim	3.00	✔
<input type="checkbox"/>	CS 3000-002 (20641)	Communication Networks (Laboratory)	TBA	TBA	D. Kim		✔
<input type="checkbox"/>	CS 3750-001 (20654)	Operating Systems I (Lecture)	MoWeFr 10:00AM - 10:50AM	Demergasso-Bava Hall 103	J. Sarraille	3.00	✔
<input type="checkbox"/>	CS 3750-002 (20655)	Operating Systems I (Laboratory)	TBA	TBA	J. Sarraille		✔
<input type="checkbox"/>	CS 4960-004 (20710)	Seminar in Computer Science (Seminar)	Th 3:30PM - 4:20PM Th 3:30PM - 4:20PM	Partial Online-See Class Notes Demergasso-Bava Hall 114	X. Liang	1.00	✔
<input checked="" type="checkbox"/>	PSYC 4250-001 (22183)	Drugs and Behavior (Lecture)	TBA	Fully Online-See Class Notes	J. Murphy	3.00	✔

Drop Selected Classes

When you have selected all the class sections you intend to drop, click the **Drop Selected Classes** button at the bottom of the table.

2. Confirm your selection

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

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✔ Enrolled
⊗ Dropped
⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
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PSYC 4250-001 (22183)	Drugs and Behavior (Lecture)	TBA	Fully Online-See Class Notes	J. Murphy	3.00	✔

Cancel
Previous
Finish Dropping

You will be prompted once more to confirm the section information. After doing so, click the **Finish Dropping** button to complete the Drop process.

3. View results

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

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 Success: dropped		 Error: unable to drop class	
Class	Message	Status	
CS 3000	Success: This class has been removed from your schedule.		
PSYC 4250	Success: This class has been removed from your schedule.		

[My Class Schedule](#)

At the end of the process, you will be able to verify the changes made to your schedule. The **Message** area will display whether the drop request was successful. Additionally, the results will be denoted by either a **green checkmark** (indicating a successful drop) or a **red X** (indicating a failed drop) in the **Status** column.

Errors or failure during the drop process can be due to a number of different reasons. Some examples include:

- The student is enrolled in classes that are co-requisites, which cannot be dropped individually (i.e., one without the other).
- The student’s enrolled units may drop below the minimum required units per term if the drop is processed.

You may return to your schedule by clicking the **My Class Schedule** button or use any of the tabs along the top menu to access other areas of your profile.

For questions or assistance, contact Enrollment Services (209) 667-3264