Stanislaus State
ENROLLMENT SERVICES

Registration – Drop a Class Guide

Contents

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.

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**.

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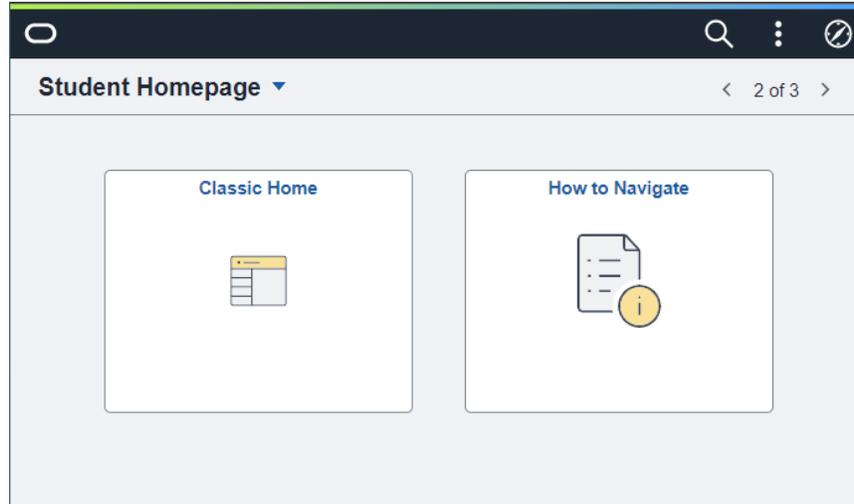
Click on the tile labeled **Classic Home** to enter PeopleSoft and navigate to your **Student Center**—the Student Center screen will display by default.
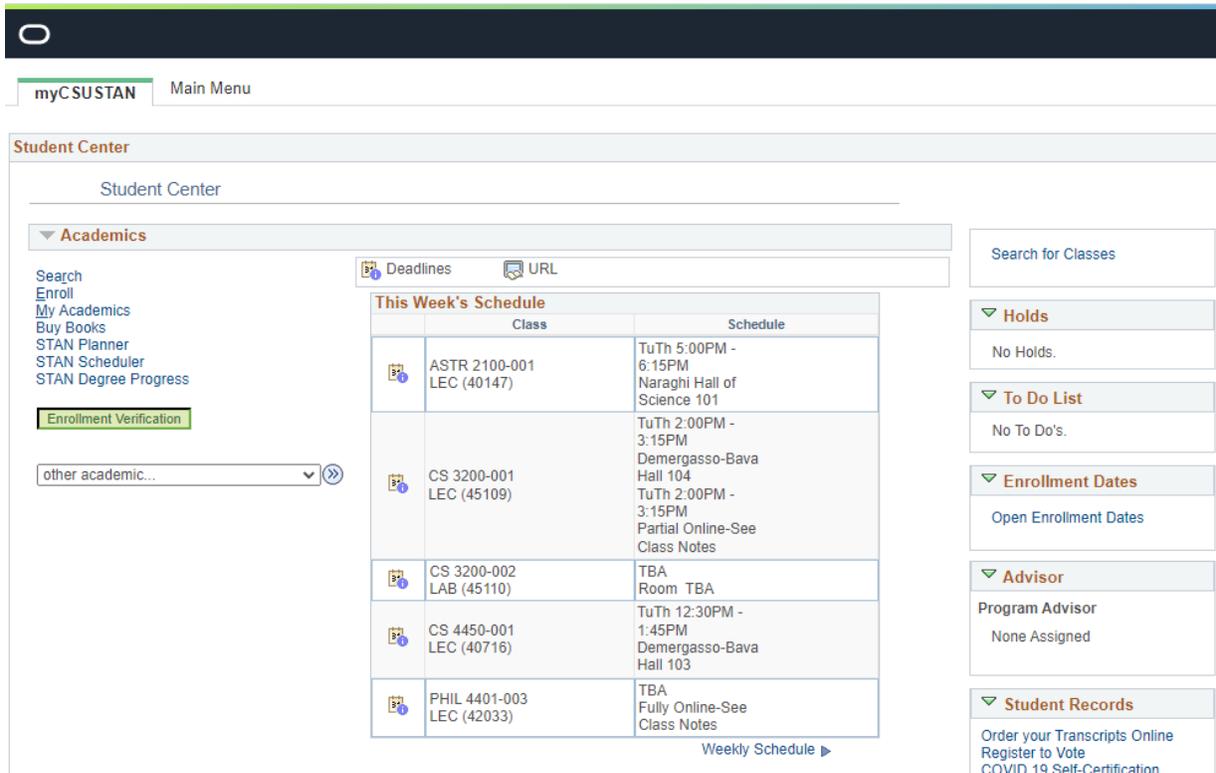
Dropping a Class

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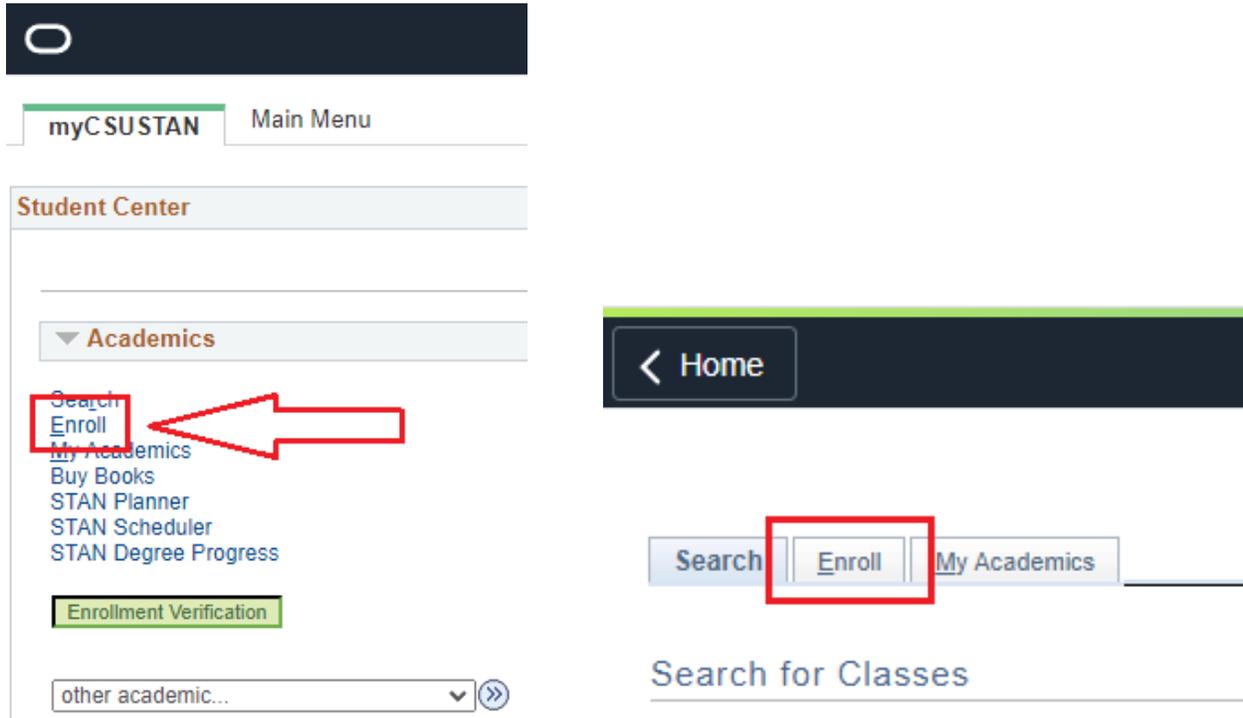
You may receive friendly reminders from your institution prior to entering the **Enroll** page—please read the messaging and click the confirmation button as necessary.

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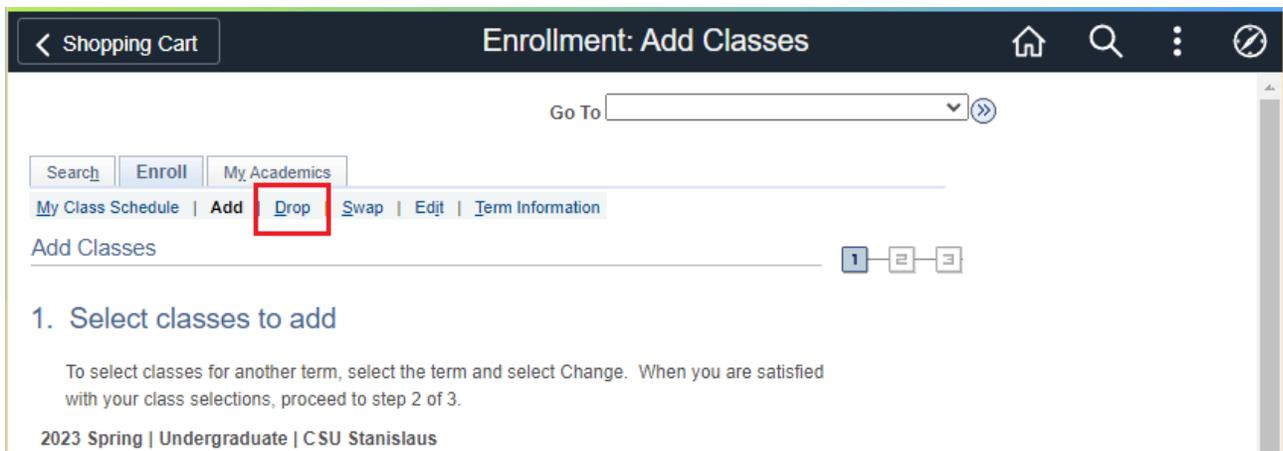
From the Drop page, confirm you are in the correct Term and **check the box** under the **Select** column to the left of the class section you intend to drop from your schedule. You can select more than one box to drop multiple class sections are the same time.

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

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

Drop Classes

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