



Drop a Class

This guide outlines how to **drop a class** through Student Center self service.

NOTE: Classes must be dropped by the last day of Add/Drop

The screenshot shows the Student Center interface. In the 'Academics' section, the 'Drop a Class' link is circled in red. A red arrow points from this link to the right. To the right of the screenshot, a bullet point indicates the action to be taken.

- Select Drop a Class

The screenshot shows the 'Drop Classes' page. At the top, there are navigation buttons: 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. Below this is the heading 'Drop Classes' and a sub-heading '1. Select classes to drop'. A note says 'Select the classes to drop and click Drop Selected Classes.' The main content is a table for the '2008 Fall | Undergraduate | CSU Stanislaus' session. The table has columns for 'Select', 'Class', 'Description', 'Days/Times', 'Location', 'Instructor', 'Units', and 'Status'. The third row, 'MKT 4420-001 (43646)', has its checkbox checked and circled in red. Below the table is a 'View Details' button. At the bottom right of the table area, a green button labeled 'DROP SELECTED CLASSES' is circled in red. To the right of the screenshot, two bullet points describe the actions to be taken.

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	CHEM 4100-001 (42166)	Instrumental Analysis (Discussion)	TuTh 11:15AM - 12:13PM	Naraghi Hall of Science 221	S. Russell, K. Stone	4.00	✓
<input type="checkbox"/>	MGT 3400-001 (43623)	International Business (Lecture)	TuTh 12:55PM - 2:22PM	Art 040	T. Gnepa	3.00	✓
<input checked="" type="checkbox"/>	MKT 4420-001 (43646)	Marketing Research (Seminar)	MoWe 9:05AM - 11:08AM	Demergasso-Bava Hall 107	A. Petrosky	4.00	✓

- Check the box(es) of the class(es) you want to drop
- Click on **DROP SELECTED CLASSES**



my class schedule wish list class search add drop swap edit

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
 Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
MKT 4420-001 (43646)	Marketing Research (Seminar)	MoWe 9:05AM - 11:08AM	Demergasso-Bava Hall 107	A. Petrosky	4.00	<input checked="" type="checkbox"/>

CANCEL PREVIOUS **FINISH DROPPING**

- If the selection is correct, click on **FINISH DROPPING**

my class schedule wish list class search add drop swap edit

Drop Classes

1 2 3

3. View results

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

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Success: dropped
 Error: unable to drop class

Class	Message	Status
MKT 4420	Success: This class has been removed from your schedule.	<input checked="" type="checkbox"/>

MAKE A PAYMENT MY CLASS SCHEDULE

- In the **Message** area you will see whether or not your removal request was successful

Note: if you receive an error and the class is not removed successfully, it can be due to a number of different reasons. Some examples include:

- student is enrolled in classes that are co-requisites, can't drop one without the other
- student's enrolled units may drop below the minimum required units per term

- You may view **My Class Schedule**
- Or, you may use any of the **tabs along the top** to access other areas of your profile