Student Guide: Drop a Class



1. Log in to Self-Service and click on Student Planning.

	Here you can view your latest statement and make a payment online.	Here you can access financial aid data, forms, etc.
•	Tax Information Here you can change your consent for e-delivery of tax information.	Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
*	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	Course Search Here you can view and search the course catalog.
	Grades	Graduation Overview

2. Click on Go to Plan & Schedule.

Steps to Getting Started There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:					
1	View Your Progress Start by going to My Progress to see your academic progress in your degree and search for courses. Go to My Progress	2 Plan your Degree & Register for Classes Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree. Go to Plan & Schedule			

3. Click on **Drop** for the class you wish to drop.

▼ Filter Sections □ Sa	ve to iCal	🔒 Print				
ART-12A-M4820: Ceramics	^	Sun	Mon	Tue	Wed	
✓ Registered, but not started	11am					
Credits: 3 Credits	12pm		ART-12A-M4820		ART-12A-M4820	1
Grading: Graded Instructor: Adams, Stephanie S. 8/15/2022 to 12/16/2022	1pm		ART-12A-M4820		ART-12A-M4820	
V Meeting Information	2pm					
Drop	3pm					
	4pm					-

4. Click **Update** to confirm.

Register and Drop Sections You have elected to drop: ART-12A-M4820 (3 Credits)			
i 🗸 ART-12A-M4820 (3 Credits)			
Cancel			
Cancel	Opdate		