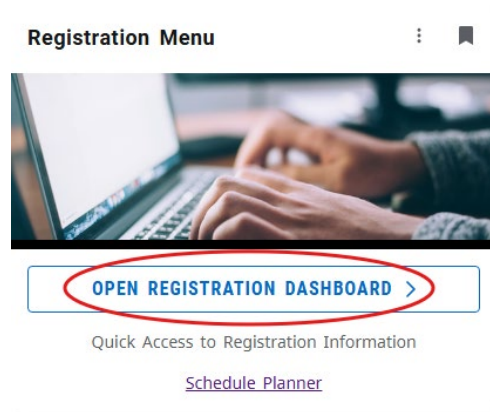


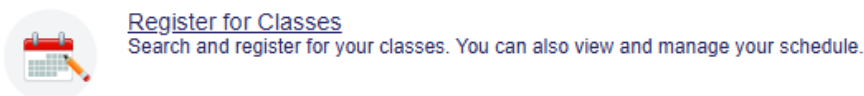
Step-by-Step Guide

How to Successfully Drop or Withdraw from a Class

From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Open Registration Dashboard**.



In the **Registration** area, click **Register for Classes** and **Select a Term**, and click **Continue**.



Select a Term

Terms Open for Registration

Winter 2026 05-JAN-2026 - 20-MAR-2026

Continue

In the **Summary** area reflecting your registered class(es), locate the course you intend to drop or withdraw and then navigate to the **Action** column for that specific class.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Fall 2025

Subject
Course Number
Instructional Methods
Attribute

Search Clear Advanced Search

Schedule | **Summary** | **Tuition and Fees**

Class Schedule for Fall 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Details	CRN	Credits	Title	Type	Status	Action
ANTH 380, 001	10694	4	Africa	Lecture	Registered	None
ED 492, 001	10303	3	Classroom Strategies for English	Lecture	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CE2: 0 | Min: 0 | Max: 8

In the **Action** column, use the drop-down menu to select either **Web Course Drop** or **Web Course Withdrawal**, and then click **Submit**.

- **Note:** If you need to drop or withdraw from multiple courses, select the appropriate action for each course first. After all desired changes have been made in the **Action** column, click **Submit** once to finalize all changes.

The screenshot shows a table with columns: Details, CRN, Credits, Title, Type, Status, and Action. Two courses are listed: ANTH 380, 001 (Africa) and ED 492, 001 (Classroom Strategies for Englis...). Both are currently 'Registered'. The 'Action' dropdown for the first course is open, showing 'None' and 'Web Course Withdrawal' (highlighted in blue). A red circle highlights the dropdown menu. At the bottom right, a 'Submit' button is also circled in red. The top of the interface includes a 'Summary' tab and a 'Tuition and Fees' link. A status bar at the bottom indicates 'Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 8'.

Details	CRN	Credits	Title	Type	Status	Action
ANTH 380, 001	10694	4	Africa	Lecture	Registered	None
ED 492, 001	10303	3	Classroom Strategies for Englis...	Lecture	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 8

Submit

Once you click **Submit**, the **Status** column will update to read **Dropped** or **Withdrawn**, verifying the successful removal of the course from your schedule.

The screenshot shows the same table as before, but the 'Status' for ANTH 380, 001 is now 'Withdrawn' (highlighted in green). The 'Action' dropdown is now set to 'None'. A red circle highlights the 'Status' column. The 'Submit' button is no longer visible. The top of the interface includes a 'Summary' tab and a 'Tuition and Fees' link.

Details	CRN	Credits	Title	Type	Status	Action
ANTH 380, 001	10694	4	Africa	Lecture	Withdrawn	None