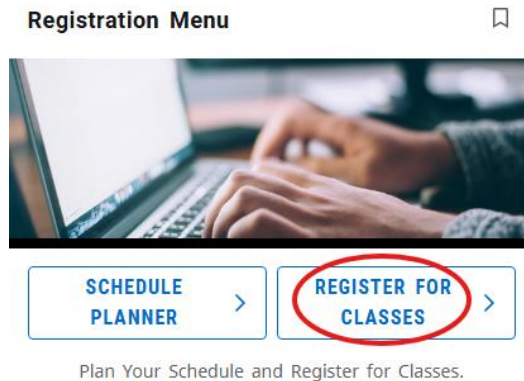


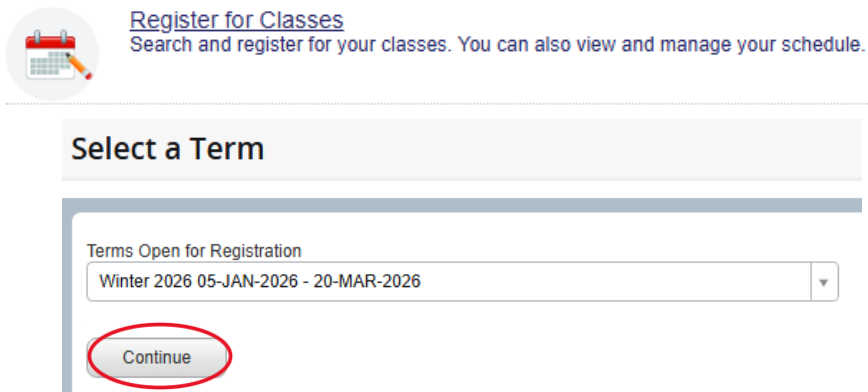
Step-by-Step Guide

How to Successfully Drop or Withdraw from a Class

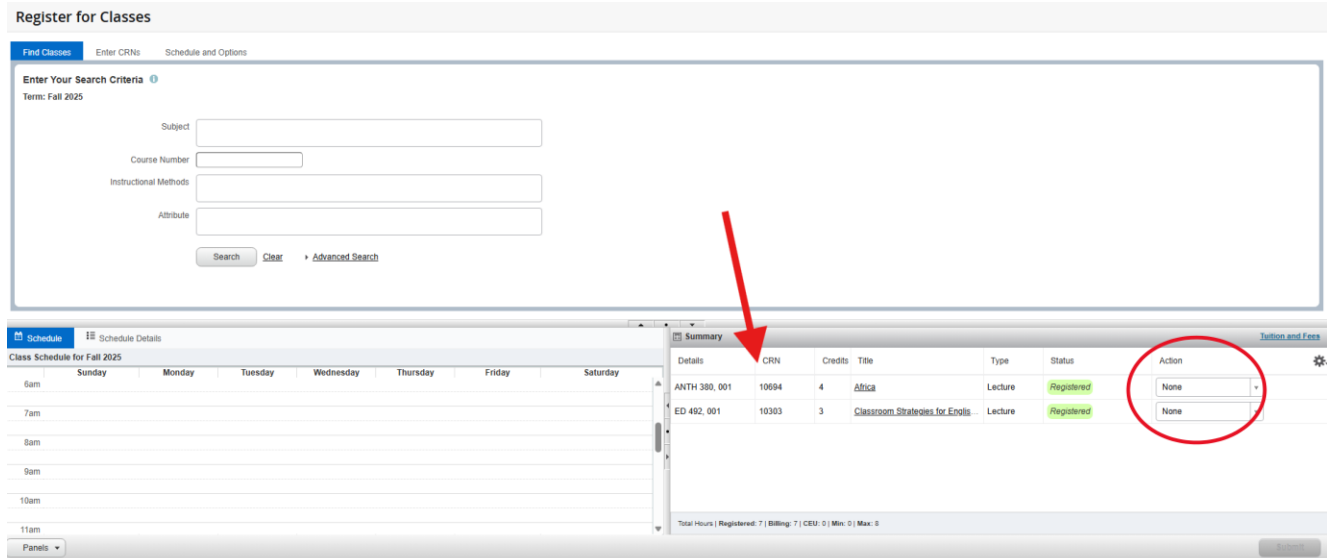
From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Register For Classes**.



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



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 menu is open for the first course, showing options: None, None, and Web Course Withdrawal. The 'Submit' button is at the bottom right.

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Once you click **Submit**, the **Status** column will update to read **Dropped** or **Withdrawn**, verifying the successful removal of the course from your schedule.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 after the submission. The status for ANTH 380, 001 has changed from 'Registered' to 'Withdrawn'. The 'Action' dropdown menu is now closed and shows 'None'.

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ANTH 380, 001	10694	4	Africa	Lecture	Withdrawn	None