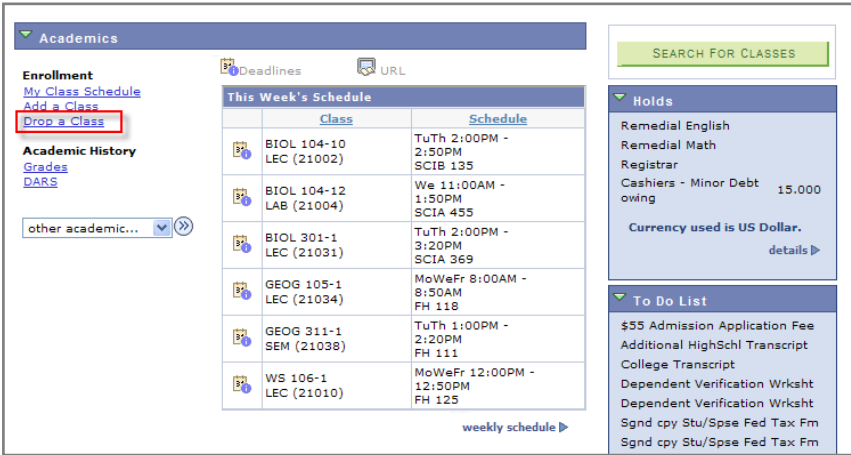
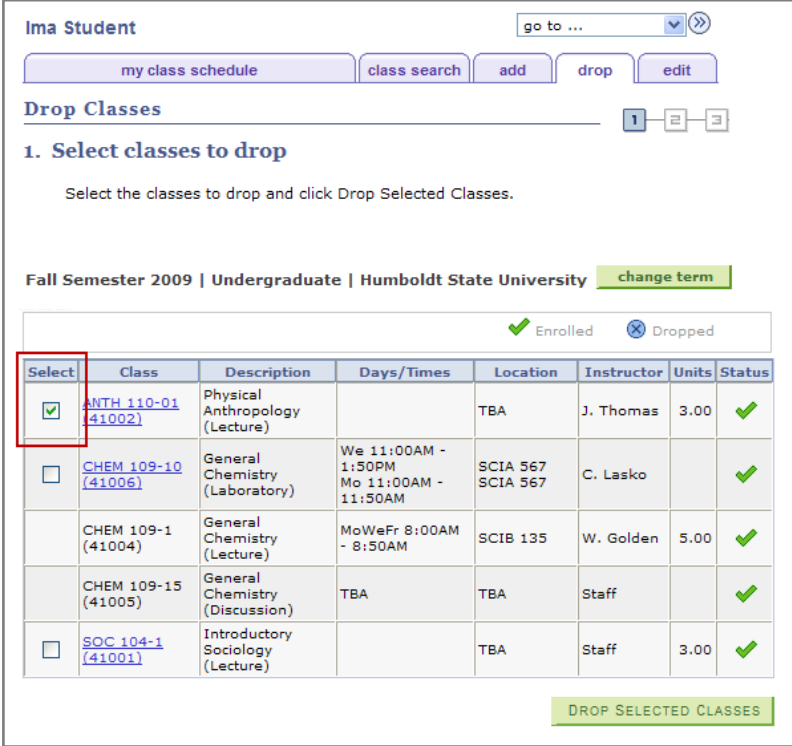


1.0 Drop a Class

1.1 Drop a Class

Navigation: Login to your Student Center > Drop a Class

Process Steps	Screen Shot																																																
<p>1. Login to your Student Center</p> <p>2. Click Drop a Class</p>	 <p>The screenshot shows the 'Academics' section of a student center. Under 'Enrollment', the 'Drop a Class' link is highlighted with a red box. Below it is the 'Academic History' section. To the right, there is a 'This Week's Schedule' table and a 'Holds' section.</p> <table border="1" data-bbox="678 594 1040 911"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>BIOL 104-10 LEC (21002)</td> <td>TuTh 2:00PM - 2:50PM SCIB 135</td> </tr> <tr> <td>BIOL 104-12 LAB (21004)</td> <td>We 11:00AM - 1:50PM SCIA 455</td> </tr> <tr> <td>BIOL 301-1 LEC (21031)</td> <td>TuTh 2:00PM - 3:20PM SCIA 369</td> </tr> <tr> <td>GEOG 105-1 LEC (21034)</td> <td>MoWeFr 8:00AM - 8:50AM FH 118</td> </tr> <tr> <td>GEOG 311-1 SEM (21038)</td> <td>TuTh 1:00PM - 2:20PM FH 111</td> </tr> <tr> <td>WS 106-1 LEC (21010)</td> <td>MoWeFr 12:00PM - 12:50PM FH 125</td> </tr> </tbody> </table>	Class	Schedule	BIOL 104-10 LEC (21002)	TuTh 2:00PM - 2:50PM SCIB 135	BIOL 104-12 LAB (21004)	We 11:00AM - 1:50PM SCIA 455	BIOL 301-1 LEC (21031)	TuTh 2:00PM - 3:20PM SCIA 369	GEOG 105-1 LEC (21034)	MoWeFr 8:00AM - 8:50AM FH 118	GEOG 311-1 SEM (21038)	TuTh 1:00PM - 2:20PM FH 111	WS 106-1 LEC (21010)	MoWeFr 12:00PM - 12:50PM FH 125																																		
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<p>3. Select the classes you would like to drop.</p> <p>4. Click DROP SELECTED CLASSES</p>	 <p>The screenshot shows the 'Drop Classes' page. At the top, there are navigation buttons: 'my class schedule', 'class search', 'add', 'drop', and 'edit'. Below is a section titled '1. Select classes to drop' with the instruction 'Select the classes to drop and click Drop Selected Classes.' The page is for 'Fall Semester 2009 Undergraduate Humboldt State University'. A table lists classes with checkboxes in the 'Select' column. The first row, ANTH 110-01 (41002), has its checkbox checked and highlighted with a red box. At the bottom right, there is a 'DROP SELECTED CLASSES' button.</p> <table border="1" data-bbox="477 1409 1227 1728"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Location</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ANTH 110-01 (41002)</td> <td>Physical Anthropology (Lecture)</td> <td></td> <td>TBA</td> <td>J. Thomas</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM 109-10 (41006)</td> <td>General Chemistry (Laboratory)</td> <td>We 11:00AM - 1:50PM Mo 11:00AM - 11:50AM</td> <td>SCIA 567 SCIA 567</td> <td>C. Lasko</td> <td></td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM 109-1 (41004)</td> <td>General Chemistry (Lecture)</td> <td>MoWeFr 8:00AM - 8:50AM</td> <td>SCIB 135</td> <td>W. Golden</td> <td>5.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM 109-15 (41005)</td> <td>General Chemistry (Discussion)</td> <td>TBA</td> <td>TBA</td> <td>Staff</td> <td></td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SOC 104-1 (41001)</td> <td>Introductory Sociology (Lecture)</td> <td></td> <td>TBA</td> <td>Staff</td> <td>3.00</td> <td>✓</td> </tr> </tbody> </table>	Select	Class	Description	Days/Times	Location	Instructor	Units	Status	<input checked="" type="checkbox"/>	ANTH 110-01 (41002)	Physical Anthropology (Lecture)		TBA	J. Thomas	3.00	✓	<input type="checkbox"/>	CHEM 109-10 (41006)	General Chemistry (Laboratory)	We 11:00AM - 1:50PM Mo 11:00AM - 11:50AM	SCIA 567 SCIA 567	C. Lasko		✓	<input type="checkbox"/>	CHEM 109-1 (41004)	General Chemistry (Lecture)	MoWeFr 8:00AM - 8:50AM	SCIB 135	W. Golden	5.00	✓	<input type="checkbox"/>	CHEM 109-15 (41005)	General Chemistry (Discussion)	TBA	TBA	Staff		✓	<input type="checkbox"/>	SOC 104-1 (41001)	Introductory Sociology (Lecture)		TBA	Staff	3.00	✓
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5. Confirm your selection. Review the classes you are dropping. When ready click Finish Dropping.

FINISH DROPPING

Ima Student go to ...

my class schedule class search add drop 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.

Fall Semester 2009 | Undergraduate | Humboldt State University

Enrolled
 Dropped

Class	Description	Days/Times	Location	Instructor	Units	Status
ANTH 110-01 (41002)	Physical Anthropology (Lecture)		TBA	J. Thomas	3.00	✔

My Class Schedule Class Search Add Drop Edit

go to ...

6. If you receive an error in the process a red x will be displayed. If the class is successfully dropped you will see a green check.

Ima Student go to ...

my class schedule class search add drop 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
ANTH 110	Error: You cannot drop this class at this time.	✘

My Class Schedule Class Search Add Drop Edit

go to ...