



**Campus Solutions: Student Center
Drop a Class**

Last Revised: 3/24/2009

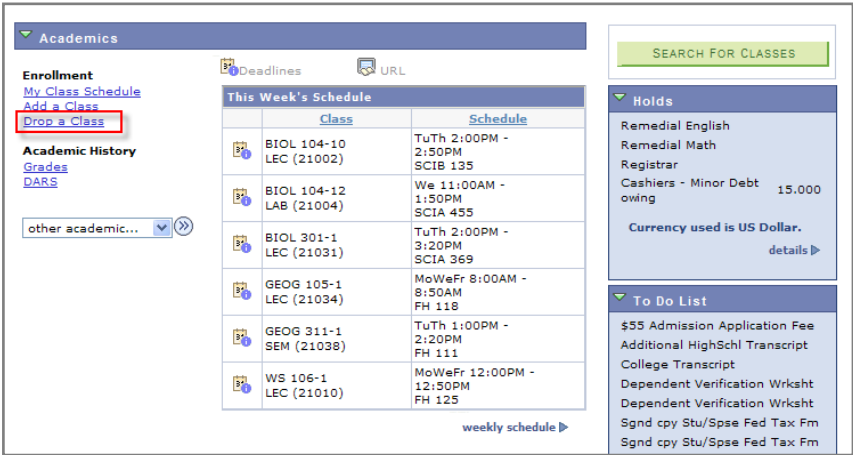
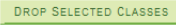
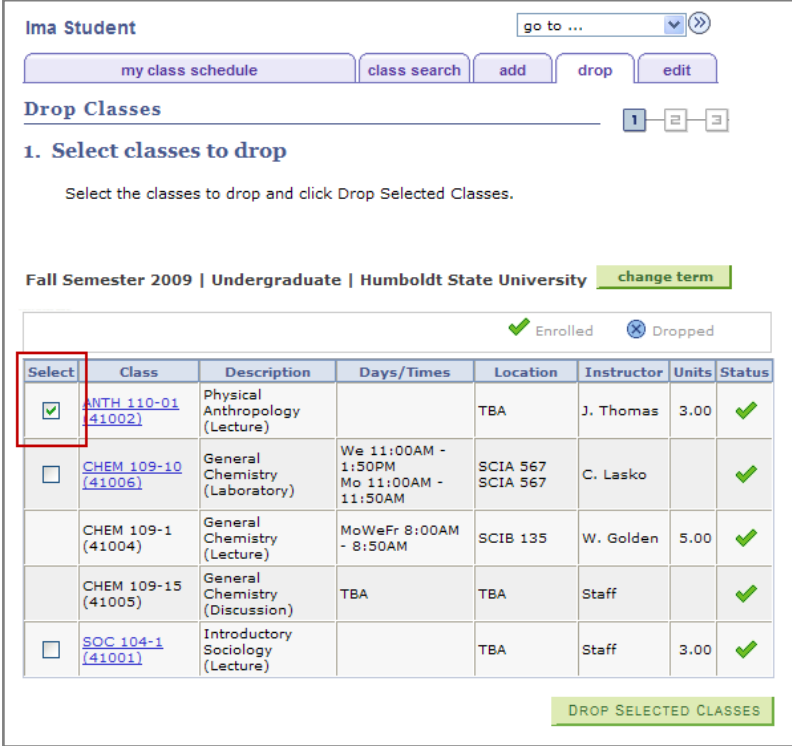
Table of Contents

	Page
1.0 Drop a Class	1
1.1 Drop a Class.....	1

1.0 Drop a Class

1.1 Drop a Class

Navigation: Login to your Student Center > Drop a Class

Process Steps	Screen Shot																																																
1. Login to your Student Center 2. Click Drop a Class	 <p>The screenshot shows the 'Academics' section of a student center. Under the 'Enrollment' heading, the 'Drop a Class' link is highlighted with a red box. Other links include 'My Class Schedule', 'Add a Class', 'Academic History', 'Grades', and 'DARS'. A 'This Week's Schedule' table is visible, listing classes like BIOL 104-10, BIOL 104-12, BIOL 301-1, GEOG 105-1, GEOG 311-1, and WS 106-1. On the right, there are sections for 'Holds' (listing Remedial English, Remedial Math, Registrar, and Cashiers - Minor Debt owing 15,000) and 'To Do List' (listing \$55 Admission Application Fee, Additional HighSchl Transcript, College Transcript, etc.).</p>																																																
3. Select the classes you would like to drop. 4. Click 	 <p>The screenshot shows the 'Drop Classes' page for 'Fall Semester 2009 Undergraduate Humboldt State University'. It features a 'Drop Classes' section with a '1' indicator. Below this is a table of classes to be dropped. The first row, 'ANTH 110-01 (41002) Physical Anthropology (Lecture)', has its 'Select' checkbox checked and highlighted with a red box. Other classes listed include CHEM 109-10 (41006), CHEM 109-1 (41004), CHEM 109-15 (41005), and SOC 104-1 (41001). A 'DROP SELECTED CLASSES' button is at the bottom right.</p> <table border="1" data-bbox="475 1409 1227 1730"> <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 ...