

Q. I want to drop a class. How do I do that?

- Go to my.wsu.edu and sign in. You can make changes from the Student Center by clicking on Enroll or by using the drop down option. Choose 'Enrollment: Drop'.

The screenshot shows the 'Academics' section of a student portal. On the left, there is a search bar with the text 'other academic...' and a 'GO' button. Below the search bar is a dropdown menu with the following options: Academic Planner, Academic Requirements, Apply for Graduation, Class Schedule, Course History, Enrollment Verification, Enrollment: Add, **Enrollment: Drop** (highlighted), Enrollment: Edit, Enrollment: Swap, Exam Schedule, Grades, Learning Management Sys, Transcript: Request Official, Transcript: View Unofficial, Transfer Credit: Modelling, Transfer Credit: Report, What-if Report, and other academic... On the right, there is a '2012 Fall Semester Schedule' table.

	Class	Schedule
	ASTRONOM 135-01 LEC (6176)	MoWeFr 9:10AM - 10:00AM Webster Phys Sci Bldg 16
	ASTRONOM 135-05L LAB (19896)	Th 2:50PM - 4:40PM Webster Phys Sci Bldg 249
	COM 499-01 IND (5628)	Arranged
	ENGLISH 101-01 LEC (3659)	Room: TBA
	MATH 108-01 LEC (5276)	TuTh 1:25PM - 2:15PM Cleveland Hall 30W
	PSYCH 265-01 LEC (1756)	MoWeFr 11:10AM - 12:00PM Todd Hall 216
	SOC 101-03 LEC (20656)	MoWeFr 1:10PM - 2:00PM Phys Ed Bldg136

Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.

- Dropping a course will take three steps. The first is to select the course that you want to drop by clicking on the box to the left of the course. Once you choose "Drop Selected Classes", you'll be taken to the next step.

The screenshot shows the 'Drop Classes' page. At the top, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the tabs are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Drop Classes' with a page number '1' and navigation icons. Below this is the instruction: '1. Select classes to drop' and 'Select the classes to drop and click Drop Selected Classes.' The main content is a table titled '2012 Fall Semester | Undergraduate | Washington State University'. The table has columns for 'Select', 'Class', 'Description', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. The 'MATH 108-01 (5276)' row is selected with a checked checkbox. Below the table is a 'Drop Selected Classes' button. At the bottom, there is a search bar with 'go to ...' and a 'GO' button.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ASTRONOM 135-01 (6176)	Astronomy (Lecture)	MoWeFr 9:10AM - 10:00AM	Webster Phys Sci Bldg 16	Staff	4.00	✓
<input type="checkbox"/>	ASTRONOM 135-05L (19896)	Astronomy (Laboratory)	Th 2:50PM - 4:40PM	Webster Phys Sci Bldg 249	Staff		✓
<input type="checkbox"/>	ENGLISH 101-01 (3659)	Introductory Writing (Lecture)		TBA	Staff	3.00	✓
<input checked="" type="checkbox"/>	MATH 108-01 (5276)	Trigonometry (Lecture)	TuTh 1:25PM - 2:15PM	Cleveland Hall 30W	Staff	2.00	✓
<input type="checkbox"/>	SOC 101-03 (20656)	Intro to Sociology (Lecture)	MoWeFr 1:10PM - 2:00PM	Phys Ed Bldg136	Staff	3.00	✓

- At the Confirm your Selection page, you'll be able to make sure that you are dropping the course that you want to drop.

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.

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Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 108-01 (5276)	Trigonometry (Lecture)	TuTh 1:25PM - 2:15PM	Cleveland Hall 30W	Staff	2.00	<input checked="" type="checkbox"/>

Cancel Previous **Finish Dropping**

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

- The final page lets you review the results – you should get a “Success” message when your drop is processed. Note that you can return to “My Class Schedule” once your drop is completed, or you can choose any of the other tabs at the top of the page to navigate to where you want to go.

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
MATH 108	Success: This class has been removed from your schedule.	<input checked="" type="checkbox"/>

My Class Schedule

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
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