












## Drop Classes

Students may use self-service to drop classes from their schedule.

Note: Parts of images may be obscured for security reasons.

Step	Action												
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  <b>Go</b> icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>												
2.	Navigate to: <b><u>Self Service &gt; Student Center.</u></b>												
3.	<div data-bbox="396 621 1354 1161" style="border: 1px solid black; padding: 5px;"> <p>Name <b>Student Center</b></p> <hr/> <p><b>Academics</b></p> <p><a href="#">Search</a>  <a href="#">Plan</a>  <a href="#">Enroll</a>  <a href="#">My Academics</a></p> <p>other academic... </p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="743 779 889 821">  <b>Deadlines</b> </div> <div data-bbox="963 779 1044 821">  <b>URL</b> </div> </div> <table border="1" data-bbox="743 842 1333 1058"> <thead> <tr> <th colspan="3" style="background-color: #4a7ebb; color: white;">Upcoming Schedule</th> </tr> <tr> <th style="width: 10%;"></th> <th style="width: 50%;">Class</th> <th style="width: 40%;">Schedule</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>ARTH 101-2 LEC (2153)</td> <td>MoTuWeTh 9:00AM - 11:40AM Klapper 401</td> </tr> <tr> <td style="text-align: center;"></td> <td>BUS 247-02 LEC (1538)</td> <td>MoTuWeTh 4:30PM - 6:04PM Powdermker 154</td> </tr> </tbody> </table> <p style="text-align: right;"><a href="#">weekly schedule</a> ▶  <a href="#">enrollment shopping cart</a> ▶</p> </div> <p>Click the  <b>Academic Calendar Deadlines</b> icon of the class you wish to drop in the <b>Upcoming Schedule</b> section.</p> <p><b>Note:</b> <i>Once the session has begun, then the Upcoming Schedule session would be called This Week's Schedule.</i></p>	Upcoming Schedule				Class	Schedule		ARTH 101-2 LEC (2153)	MoTuWeTh 9:00AM - 11:40AM Klapper 401		BUS 247-02 LEC (1538)	MoTuWeTh 4:30PM - 6:04PM Powdermker 154
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<p>4.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Student Center</b></p> <hr/> <p><b>Academic Calendar Deadlines</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0; padding: 2px;"><b>Name</b></td> <td style="text-align: right; padding: 2px;"><b>2011 Summer Term</b></td> </tr> <tr> <td style="padding: 2px;">Undergraduate</td> <td style="text-align: right; padding: 2px;">Four Week - Second</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;"><b>ARTH</b></td> <td style="padding: 2px;"><b>101</b></td> <td style="padding: 2px;">Section: <b>2</b></td> <td style="padding: 2px;"><b>HIS OF WESTERN ART I</b></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Class Start Date: 07/05/2011</td> <td colspan="2" style="padding: 2px;">End Date: 07/28/2011</td> </tr> </table> <div style="background-color: #4a7ebb; color: white; padding: 2px; margin-top: 5px;"><b>Drop Calendar</b></div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;"><b>Drop - Delete Record:</b></td> <td style="padding: 2px;">06/26/2011</td> <td style="padding: 2px;">A class dropped on or before this date will be deleted from your academic record.</td> </tr> <tr> <td style="padding: 2px;"><b>Drop - Retain Record:</b></td> <td style="padding: 2px;">07/05/2011</td> <td style="padding: 2px;">A class dropped on or before this date will be retained on your academic record with a status of dropped.</td> </tr> </table> <div style="background-color: #4a7ebb; color: white; padding: 2px; margin-top: 5px;"><b>Cancel &amp; Withdrawal Calendar</b></div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;"><b>Withdraw without Penalty:</b></td> <td style="padding: 2px;">07/05/2011</td> <td style="padding: 2px;">Classes within a session, withdrawn on or before this date will not appear on your transcript.</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">(Note: Academic Calendar dates are subject to change)</p> <p style="margin-top: 10px;">Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.</p> </div>	<b>Name</b>	<b>2011 Summer Term</b>	Undergraduate	Four Week - Second	<b>ARTH</b>	<b>101</b>	Section: <b>2</b>	<b>HIS OF WESTERN ART I</b>	Class Start Date: 07/05/2011		End Date: 07/28/2011		<b>Drop - Delete Record:</b>	06/26/2011	A class dropped on or before this date will be deleted from your academic record.	<b>Drop - Retain Record:</b>	07/05/2011	A class dropped on or before this date will be retained on your academic record with a status of dropped.	<b>Withdraw without Penalty:</b>	07/05/2011	Classes within a session, withdrawn on or before this date will not appear on your transcript.
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<p>5.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><a href="#">Return to Student Center</a></p> <p>Below the <b>Academic Calendar Deadlines</b> page, select the <b>Return to Student Center</b> link.</p> </div>																					

6.

**Student's Student Center**

Academics

Search  
 Plan  
**Enroll**  
 My Academics

other academic... >>

Deadlines URL

**2012 Fall Term Schedule**

	Class	Schedule
	AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA
	ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA
	ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA
	PSY 166-1301 LEC (9113)	MoWe 11:00AM - 12:15PM Gillet 319

weekly schedule ▶  
 enrollment shopping cart ▶

On the **Student Center** page in the **Academics** section, click the **Enroll** link.

7.

Name go to ... >>

Search Plan Enroll My Academics

my class schedule add **drop** swap edit term information

**Drop Classes**

Select Term

Select a term then click Continue.

Term	Career	Institution
<input checked="" type="radio"/> 2011 Summer Term	Undergraduate	Queens College
<input type="radio"/> 2011 Fall Term	Undergraduate	Queens College

CONTINUE

Select the **drop** sub tab. As needed, select the radio button of the term in which you would like to drop a class.

8. Click the **CONTINUE** button.

<p>9.</p>	<div data-bbox="397 252 1347 798"> <p><b>Drop Classes</b></p> <p><b>1. Select classes to drop</b></p> <p>Select the classes to drop and click Drop Selected Classes.</p> <p>2011 Summer Term   Undergraduate   Queens College <a href="#">change term</a></p> <p> <input checked="" type="checkbox"/> Enrolled             <input type="checkbox"/> Dropped             <input type="checkbox"/> Wait Listed         </p> <table border="1"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">ARTH 101-2 (2153)</a></td> <td>HIS OF WESTERN ART I (Lecture)</td> <td>MoTuWeTh 9:00AM - 11:40AM</td> <td>Klapper 401</td> <td>E. Krest</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">BUS 247-02 (1538)</a></td> <td>BUSINESS ECON (Lecture)</td> <td>MoTuWeTh 4:30PM - 6:04PM</td> <td>Powdermker 154</td> <td>Staff</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>DROP SELECTED CLASSES</b></p> </div> <p>In the <b>Select</b> column, click the <input type="checkbox"/> checkbox next to each class to be dropped.</p>	Select	Class	Description	Days/Times	Room	Instructor	Units	Status	<input checked="" type="checkbox"/>	<a href="#">ARTH 101-2 (2153)</a>	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">BUS 247-02 (1538)</a>	BUSINESS ECON (Lecture)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	<input checked="" type="checkbox"/>
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<p>10.</p>	<p>Click the <b>DROP SELECTED CLASSES</b> button.</p>																								
<p>11.</p>	<div data-bbox="397 934 1347 1638"> <p><b>Drop Classes</b></p> <p><b>2. Confirm your selection</b></p> <p>Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel.</p> <p>As of the first day of classes, students who drop below their originally registered credit level may be assessed a tuition penalty based on the effective date of the drop according to CUNY's Tuition Schedule.</p> <p>Check the Academic Calendar for deadline dates for enrollment and withdrawal requests.</p> <p>If you are a Financial Aid recipient, check with the Financial Aid Office to learn how your Financial Aid awards may be affected by any changes in enrollment.</p> <p>International Students - consult with your International Advisor.</p> <p>2011 Summer Term   Undergraduate   Queens College</p> <p> <input checked="" type="checkbox"/> Enrolled             <input type="checkbox"/> Dropped             <input type="checkbox"/> Wait Listed         </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">ARTH 101-2 (2153)</a></td> <td>HIS OF WESTERN ART I (Lecture)</td> <td>MoTuWeTh 9:00AM - 11:40AM</td> <td>Klapper 401</td> <td>E. Krest</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p> <input type="button" value="CANCEL"/>             <input type="button" value="PREVIOUS"/>             <input checked="" type="button" value="FINISH DROPPING"/> </p> </div> <p>Review the information on the <b>Confirm your selection</b> page.</p>	Class	Description	Days/Times	Room	Instructor	Units	Status	<a href="#">ARTH 101-2 (2153)</a>	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	<input checked="" type="checkbox"/>										
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<p>12.</p>	<p>Click the <b>FINISH DROPPING</b> button to drop the selected classes.</p>																								

<p>13.</p>	<div data-bbox="396 254 1354 674"> <p><b>Drop Classes</b> <span style="float: right;">1 2 3</span></p> <p><b>3. View results</b></p> <p>View the results of your enrollment request. Click <a href="#">Fix Errors</a> to make changes to your request.</p> <p>2011 Summer Term   Undergraduate   Queens College</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <span style="color: green;">✔</span> Success: dropped. <span style="color: red;">✘</span> Error: unable to drop class         </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Class</th> <th style="width: 50%;">Message</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>ARTH 101</td> <td><b>Success:</b> This class has been removed from your schedule.</td> <td style="text-align: center;"><span style="color: green;">✔</span></td> </tr> </tbody> </table> </div> <p>On the <b>View results</b> page, a green checkmark displays next to the classes that have been dropped. Review the Message(s) under the <b>Message</b> column to confirm the impacts or consequences of dropping that class.</p>	Class	Message	Status	ARTH 101	<b>Success:</b> This class has been removed from your schedule.	<span style="color: green;">✔</span>
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	<p><b>End of Procedure.</b></p>						