# Drop Classes

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter **https://home.cunyfirst.cuny.edu** in your browser’s address bar:  
- Enter your Username and Password and click the **Go** icon.  
- From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | Click the **Academic Calendar Deadlines** icon of the class you wish to drop in the **Upcoming Schedule** section.  

**Note:** Once the session has begun, then the **Upcoming Schedule session would be called This Week’s Schedule.**
4. **Student Center**

**Academic Calendar Deadlines**

<table>
<thead>
<tr>
<th>ARTH 101</th>
<th>Section: 2</th>
<th>HIS OF WESTERN ART I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
<td>2011 Summer Term</td>
</tr>
<tr>
<td></td>
<td>Undergraduate</td>
<td>Four Week - Second</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/05/2011</td>
<td>07/28/2011</td>
</tr>
</tbody>
</table>

**Drop Calendar**

<table>
<thead>
<tr>
<th>Drop - Delete Record</th>
<th>06/25/2011</th>
<th>A class dropped on or before this date will be deleted from your academic record.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop - Retain Records</td>
<td>07/05/2011</td>
<td>A class dropped on or before this date will be retained on your academic record with a status of dropped.</td>
</tr>
</tbody>
</table>

**Cancel & Withdrawal Calendar**

| Withdraw without Penalty | 07/05/2011 | Classes within a session, withdrawn on or before this date will not appear on your transcript. |

(Note: Academic Calendar dates are subject to change)

Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.

5. **Return to Student Center**

Below the **Academic Calendar Deadlines** page, select the **Return to Student Center** link.
6. On the Student Center page in the Academics section, click the Enroll link.

7. 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.
9. **Drop Classes**

1. **Select classes to drop**

   Select the classes to drop and click Drop Selected Classes.

   ![Select classes to drop](image)

   In the **Select** column, click the checkbox next to each class to be dropped.

10. Click the **DROP SELECTED CLASSES** button.

11. **Confirm your selection**

   Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel.

   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.

   Check the Academic Calendar for deadline dates for enrollment and withdrawal requests.

   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.

   ![Confirm your selection](image)

   Review the information on the Confirm your selection page.

12. Click the **FINISH DROPPING** button to drop the selected classes.
On the **View results** page, a green checkmark displays next to the classes that have been dropped. Review the Message(s) under the **Message** column to confirm the impacts or consequences of dropping that class.

### End of Procedure.