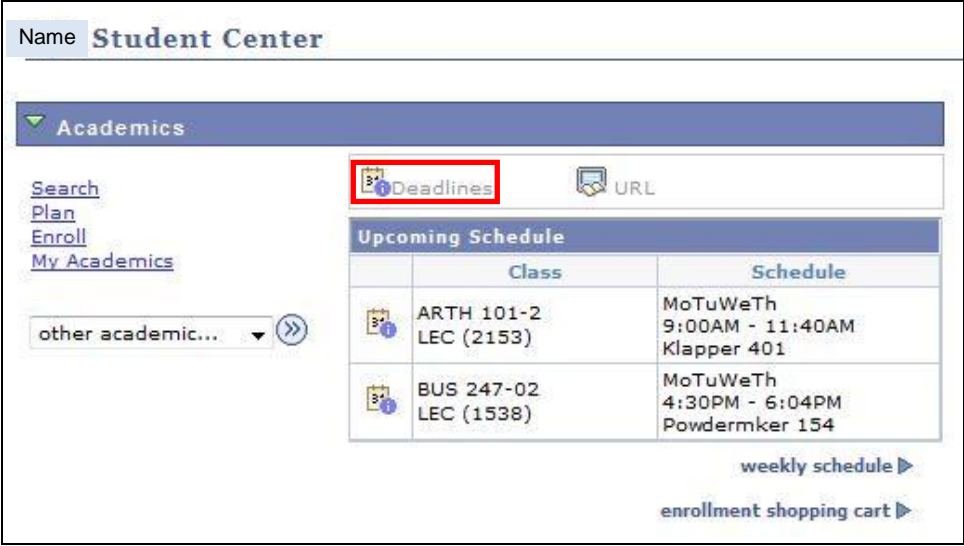
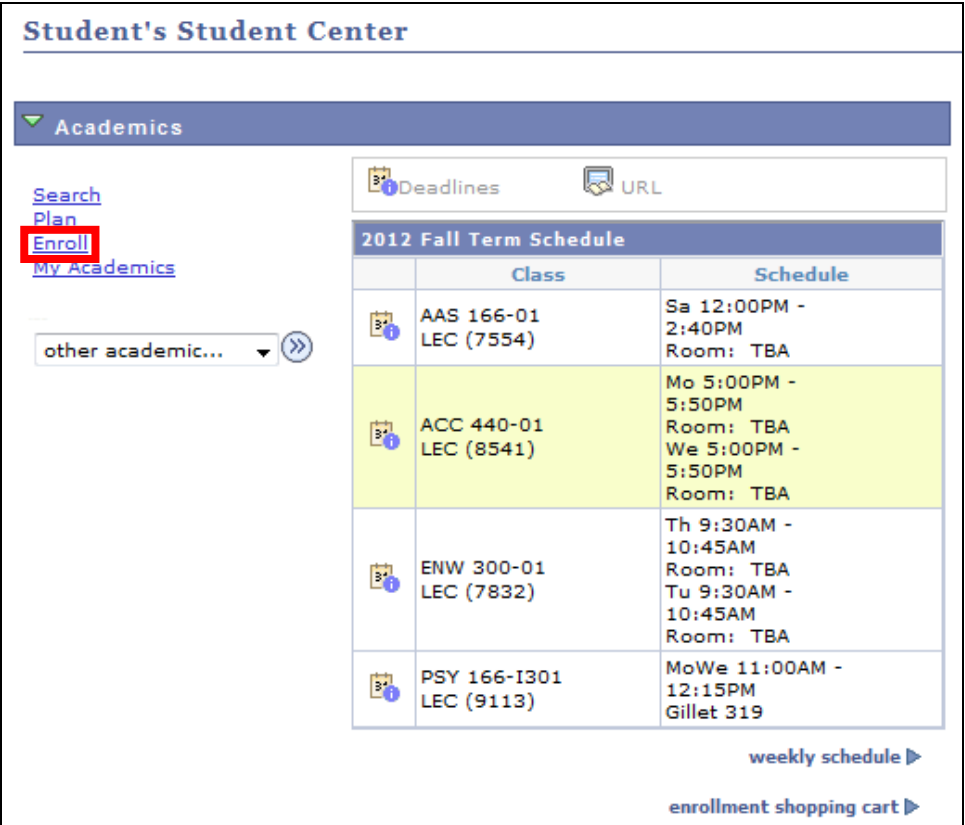
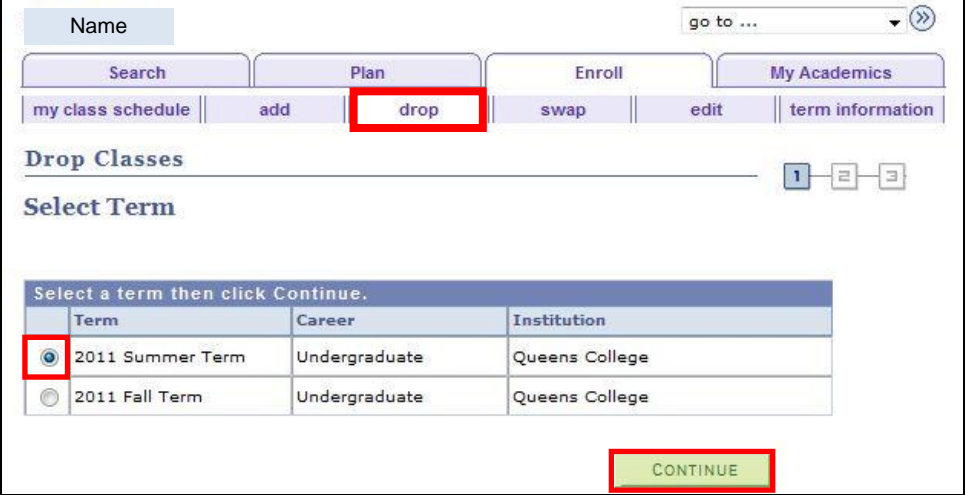


Drop Classes

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

Step	Action									
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> Enter your Username and Password and click the Go icon. From the Enterprise Menu, select the HR/Campus Solutions link. 									
2.	Navigate to: <u>Self Service > Student Center.</u>									
3.	<p>Click the Academic Calendar Deadlines icon of the class you wish to drop in the Upcoming Schedule section.</p> <p>Note: Once the session has begun, then the Upcoming Schedule session would be called This Week's Schedule.</p>  <p>The screenshot shows the 'Student Center' page with the 'Academics' section expanded. A search bar contains 'other academic...'. The 'Upcoming Schedule' table is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td></td> <td>ARTH 101-2 LEC (2153)</td> <td>MoTuWeTh 9:00AM - 11:40AM Klapper 401</td> </tr> <tr> <td></td> <td>BUS 247-02 LEC (1538)</td> <td>MoTuWeTh 4:30PM - 6:04PM Powdermker 154</td> </tr> </tbody> </table> <p>Links at the bottom of the screenshot include 'weekly schedule' and 'enrollment shopping cart'.</p>		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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4.	<p>Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Student Center</p> <hr/> <p>Academic Calendar Deadlines</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 40%;">2011 Summer Term</td> </tr> <tr> <td>Undergraduate</td> <td>Four Week - Second</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%;">ARTH</td> <td style="width: 15%;">101</td> <td style="width: 20%;">Section: 2</td> <td style="width: 40%;">HIS OF WESTERN ART I</td> </tr> <tr> <td colspan="2">Class Start Date: 07/05/2011</td> <td colspan="2">End Date: 07/28/2011</td> </tr> </table> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-top: 10px;">Drop Calendar</div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 35%;">Drop - Delete Record:</td> <td style="width: 15%;">06/26/2011</td> <td style="width: 50%;">A class dropped on or before this date will be deleted from your academic record.</td> </tr> <tr> <td>Drop - Retain Record:</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> </table> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-top: 10px;">Cancel & Withdrawal Calendar</div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 35%;">Withdraw without Penalty:</td> <td style="width: 15%;">07/05/2011</td> <td style="width: 50%;">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> </div>	Name	2011 Summer Term	Undergraduate	Four Week - Second	ARTH	101	Section: 2	HIS OF WESTERN ART I	Class Start Date: 07/05/2011		End Date: 07/28/2011		Drop - Delete Record:	06/26/2011	A class dropped on or before this date will be deleted from your academic record.	Drop - Retain Record:	07/05/2011	A class dropped on or before this date will be retained on your academic record with a status of dropped.	Withdraw without Penalty:	07/05/2011	Classes within a session, withdrawn on or before this date will not appear on your transcript.
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<p>6.</p>	<p>On the Student Center page in the Academics section, click the Enroll link.</p>  <p>Student's Student Center</p> <p>Academics</p> <p>Search Plan Enroll My Academics</p> <p>other academic... >></p> <p>Deadlines URL</p> <p>2012 Fall Term Schedule</p> <table border="1"> <thead> <tr> <th></th> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td></td> <td>AAS 166-01 LEC (7554)</td> <td>Sa 12:00PM - 2:40PM Room: TBA</td> </tr> <tr> <td></td> <td>ACC 440-01 LEC (8541)</td> <td>Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA</td> </tr> <tr> <td></td> <td>ENW 300-01 LEC (7832)</td> <td>Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA</td> </tr> <tr> <td></td> <td>PSY 166-1301 LEC (9113)</td> <td>MoWe 11:00AM - 12:15PM Gillet 319</td> </tr> </tbody> </table> <p>weekly schedule ▶ enrollment shopping cart ▶</p>		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
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<p>7.</p>	<p>Select the drop subtab. As needed, select the radio button of the term in which you would like to drop a class.</p>  <p>Name go to ... >></p> <p>Search Plan Enroll My Academics</p> <p>my class schedule add drop swap edit term information</p> <p>Drop Classes</p> <p>Select Term</p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th></th> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>2011 Summer Term</td> <td>Undergraduate</td> <td>Queens College</td> </tr> <tr> <td><input type="radio"/></td> <td>2011 Fall Term</td> <td>Undergraduate</td> <td>Queens College</td> </tr> </tbody> </table> <p>CONTINUE</p>		Term	Career	Institution	<input checked="" type="radio"/>	2011 Summer Term	Undergraduate	Queens College	<input type="radio"/>	2011 Fall Term	Undergraduate	Queens College			
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<p>8.</p>	<p>Click the Continue button.</p>															

<p>9.</p>	<p>In the Select column, click the <input type="checkbox"/> checkbox next to each class to be dropped.</p> <div data-bbox="396 323 1354 869" style="border: 1px solid black; padding: 5px;"> <p>Drop Classes 1 2 3</p> <p>1. Select classes to drop</p> <p>Select the classes to drop and click Drop Selected Classes.</p> <p>2011 Summer Term Undergraduate Queens College change term</p> <div style="text-align: center; margin-bottom: 5px;"> ✔ Enrolled ✘ Dropped ▲ Wait Listed </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;"><input checked="" type="checkbox"/></td> <td>ARTH 101-2 (2153)</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 style="text-align: center;">✔</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>BUS 247-02 (1538)</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 style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: right; border: 2px solid red; padding: 2px;">DROP SELECTED CLASSES</p> </div>	Select	Class	Description	Days/Times	Room	Instructor	Units	Status	<input checked="" type="checkbox"/>	ARTH 101-2 (2153)	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	✔	<input type="checkbox"/>	BUS 247-02 (1538)	BUSINESS ECON (Lecture)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	✔
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<p>10.</p>	<p>Click Drop Selected Classes.</p>																								
<p>11.</p>	<p>Review the information on the Confirm your selection page.</p> <div data-bbox="396 989 1354 1696" style="border: 1px solid black; padding: 5px;"> <p>Drop Classes 1 2 3</p> <p>2. Confirm your selection</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> <div style="text-align: center; margin-bottom: 5px;"> ✔ Enrolled ✘ Dropped ▲ Wait Listed </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>ARTH 101-2 (2153)</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 style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> CANCEL PREVIOUS FINISH DROPPING </p> </div>	Class	Description	Days/Times	Room	Instructor	Units	Status	ARTH 101-2 (2153)	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	✔										
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<p>12.</p>	<p>Click the Finish Dropping button to drop the classes you have selected.</p>																								

<p>13.</p>	<p>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.</p> <div data-bbox="396 373 1352 846" style="border: 1px solid black; padding: 10px;"> <p>Drop Classes 1 2 3</p> <p>3. View results</p> <p>View the results of your enrollment request. Click Fix Errors to make changes to your request.</p> <p>2011 Summer Term Undergraduate Queens College</p> <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Success: dropped ✗ 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>Success: This class has been removed from your schedule.</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> MAKE A PAYMENT MY CLASS SCHEDULE </div> </div>	Class	Message	Status	ARTH 101	Success: This class has been removed from your schedule.	✓
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<p>End of Procedure.</p>							