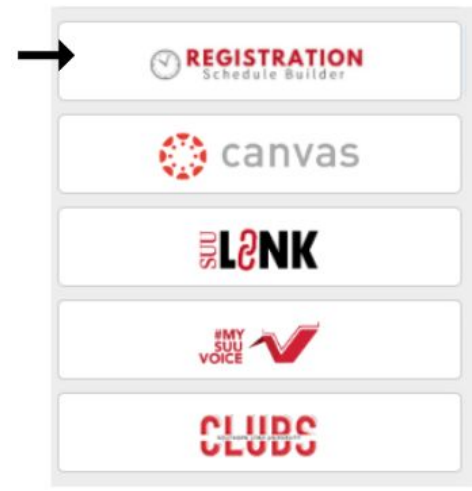


## How to drop classes

To access the schedule planning tool, visit the student portal, and click the link to launch



Choose the term and campus to reflect scheduling preferences

**Select Term**

Term

- Spring Semester 2020
- Summer Semester 2020
- Fall Semester 2020
- Spring Semester 2021
- Summer Semester 2021

**Select Campus**

- Select All Campuses
- Accelerated Program Campus
- Main Campus
- SUU Online Campus

Click on "Current Schedule"



Click "Edit or Drop Classes"



Select the registration status next to the course you want to drop

Course	Class Settings	Registration Status	Section
ACCT-2010		Enrolled	02
PSY-2010		Enrolled	03
PSY-3400		Enrolled	01
PSY-3405		Enrolled	01
PSY-4330		Enrolled	301

Select **\*\*Web Dropped\*\***

Course	Class Settings	Registration Status	Section
ACCT-2010		<b>**Web Dropped**</b>	02
PSY-2010		Enrolled	03
PSY-3400		Enrolled	01
PSY-3405		Enrolled	01
PSY-4330		Enrolled	301

Click "Save"

Course	Class Settings	Registration Status	Section
ACCT-2010		<b>**Web Dropped**</b>	02
PSY-2010		Enrolled	03
PSY-3400		Enrolled	01
PSY-3405		Enrolled	01
PSY-4330		Enrolled	301

Confirm by clicking "Save" again

Please Confirm

Confirm that you want to save these changes by clicking "Save" below.

Cancel

Save



You have successfully dropped the clas, click "OK"

Registration Results

✔ You have successfully made changes for the following courses.

ACCT-2010, 02, Ford, Melinda  
• Class dropped

OK



If you need further assistance, don't hesitate to contact the registrar's office