Drop Classes

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](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](https://home.cunyfirst.cuny.edu) |
| 3.   | Click the [Academic Calendar Deadlines](https://home.cunyfirst.cuny.edu) 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.*

![Student Center](image-url)
4. Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.

**Student Center**

**Academic Calendar Deadlines**

<table>
<thead>
<tr>
<th>Name</th>
<th>2011 Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Four Week - Second</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARTH 101</th>
<th>HIS OF WESTERN ART I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section: 2</td>
<td>End Date: 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 Record:</td>
<td>07/03/2011</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| Withdraw without Penalty: | 07/05/2011 | Classes within a session, withdrawn on or before this date will not appear on your transcript.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)

5. Navigate to: **Self Service > Student Center.**
6. On the **Student Center** page in the **Academics** section, click the **Enroll** link.

![Student's Student Center](image)

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

![Select Term](image)

8. Click the **Continue** button.
9. In the **Select** column, click the checkbox next to each class to be dropped.

   ![Drop Classes](image)

   **1. Select classes to drop**

   Select the classes to drop and click Drop Selected Classes.

   ![Drop Selected Classes](image)

10. Click **Drop Selected Classes**.

11. Review the information on the **Confirm your selection** page.

   ![Confirm your selection](image)

   **2. 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)

   **International Students - consult with your International Advisor**.

12. Click the **Finish Dropping** button to drop the classes you have selected.
13. 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.

![Drop Classes](image)

### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2011 Summer Term | Undergraduate | Queens College

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 101</td>
<td>Success: This class has been removed from your schedule.</td>
<td><img src="image" alt="Success" /></td>
</tr>
</tbody>
</table>

![Make A Payment | My Class Schedule](image)

End of Procedure.