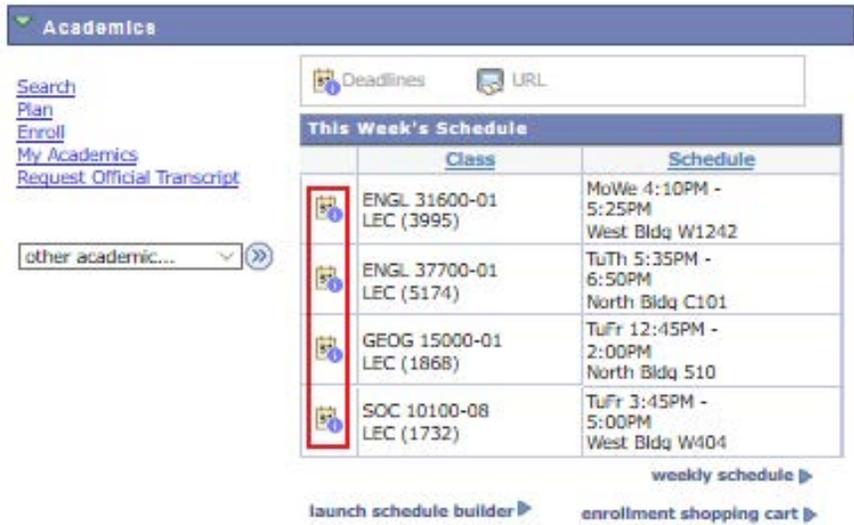


Drop Classes

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 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: Self Service > Student Center .
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>4.</p>	<table border="1"> <thead> <tr> <th colspan="3" style="background-color: #4a7ebb; color: white;">Drop Calendar</th> </tr> </thead> <tbody> <tr> <td>Drop - Delete Record:</td> <td>01/26/2020</td> <td>A class dropped on or before this date will be deleted from your academic record.</td> </tr> <tr> <td>Drop - Retain Record:</td> <td>02/02/2020</td> <td>A class dropped on or before this date will be retained on your academic record with a status of dropped.</td> </tr> <tr> <td>Drop with Penalty:</td> <td>02/19/2020</td> <td>A class dropped on or before this date will not appear on your transcript and a WD grade will be assigned to the class.</td> </tr> <tr> <td>Drop with Greater Penalty:</td> <td>05/14/2020</td> <td>Last date to drop. A class dropped on or before this date will appear on your transcript and a W grade will be assigned to the class.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3" style="background-color: #4a7ebb; color: white;">Cancel & Withdrawal Calendar</th> </tr> </thead> <tbody> <tr> <td>Cancel:</td> <td>01/26/2020</td> <td>Classes within a session, canceled on or before this date will not appear on your transcript.</td> </tr> <tr> <td>Withdraw without Penalty:</td> <td>02/02/2020</td> <td>Classes within a session, withdrawn on or before this date will not appear on your transcript.</td> </tr> <tr> <td>Withdraw with Penalty:</td> <td>02/19/2020</td> <td>Classes within a session, withdrawn on or before this date will not appear on your transcript and a WD grade will be assigned to the classes.</td> </tr> <tr> <td>Withdraw with Greater Penalty:</td> <td>05/14/2020</td> <td>Last day to withdraw from a session. Classes within a session, withdrawn on or before this date will appear on your transcript and a W grade will be assigned to the classes.</td> </tr> </tbody> </table> <p>(Note: Academic Calendar dates are subject to change)</p> <p>Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.</p>	Drop Calendar			Drop - Delete Record:	01/26/2020	A class dropped on or before this date will be deleted from your academic record.	Drop - Retain Record:	02/02/2020	A class dropped on or before this date will be retained on your academic record with a status of dropped.	Drop with Penalty:	02/19/2020	A class dropped on or before this date will not appear on your transcript and a WD grade will be assigned to the class.	Drop with Greater Penalty:	05/14/2020	Last date to drop. A class dropped on or before this date will appear on your transcript and a W grade will be assigned to the class.	Cancel & Withdrawal Calendar			Cancel:	01/26/2020	Classes within a session, canceled on or before this date will not appear on your transcript.	Withdraw without Penalty:	02/02/2020	Classes within a session, withdrawn on or before this date will not appear on your transcript.	Withdraw with Penalty:	02/19/2020	Classes within a session, withdrawn on or before this date will not appear on your transcript and a WD grade will be assigned to the classes.	Withdraw with Greater Penalty:	05/14/2020	Last day to withdraw from a session. Classes within a session, withdrawn on or before this date will appear on your transcript and a W grade will be assigned to the classes.
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<p>5.</p>	<p style="text-align: center;">Return to Student Center</p> <p>Below the Academic Calendar Deadlines page, select the Return to Student Center link.</p>																														

6.

The screenshot shows the 'Academics' section of the CUNYfirst interface. On the left, there is a navigation menu with links for 'Search', 'Plan', 'Enroll', 'My Academics', and 'Request Official Transcript'. The 'Enroll' link is highlighted with a red rectangular box. Below the menu is a search box containing the text 'other academic...' and a search button. On the right, there is a 'This Week's Schedule' table with four rows of class information. Below the table are buttons for 'weekly schedule', 'launch schedule builder', and 'enrollment shopping cart'.

This Week's Schedule		Schedule
	Class	
	ENGL 31600-01 LEC (3995)	MoWe 4:10PM - 5:25PM West Bldg W1242
	ENGL 37700-01 LEC (5174)	TuTh 5:35PM - 6:50PM North Bldg C101
	GEOG 15000-01 LEC (1868)	TuFr 12:45PM - 2:00PM North Bldg 510
	SOC 10100-08 LEC (1732)	TuFr 3:45PM - 5:00PM West Bldg W404

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

7.

The screenshot shows the 'Drop Classes' page in the CUNYfirst interface. At the top, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Plan' tab is active, and the 'drop' sub-tab is highlighted with a red rectangular box. Below the tabs, there is a 'Drop Classes' section with a sub-heading '1. Select classes to drop'. A table lists classes for the '2020 Spring Term | Undergraduate | Hunter College'. The table has columns for 'Select', 'Class', 'Description', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. The first four rows of the table are highlighted with a red rectangular box. Below the table is a 'DROP SELECTED CLASSES' button, also highlighted with a red rectangular box.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ENGL 31600-01 (3995)	Workshop in Poetry 2 (Lecture)	MoWe 4:10PM - 5:25PM	West Bldg W1242	S. Rempe	3.00	✓
<input type="checkbox"/>	ENGL 37700-01 (5174)	20th-21st Cen American Fiction (Lecture)	TuTh 5:35PM - 6:50PM	North Bldg C101	S. Wetta	3.00	✓
<input type="checkbox"/>	GEOG 15000-01 (1868)	World Regional Geography (Lecture)	TuFr 12:45PM - 2:00PM	North Bldg 510	C. Chevrin	3.00	✓
<input type="checkbox"/>	SOC 10100-08 (1732)	Introduction to Sociology (Lecture)	TuFr 3:45PM - 5:00PM	West Bldg W404	O. Montana	3.00	✓

Select the **drop** sub tab. As needed, select the radio button of the class(es) you wish to withdraw from.

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

<p>9.</p>	<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="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"> ✔ Enrolled ✕ Dropped ▲ Wait Listed </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Class</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Days/Times</th> <th style="text-align: left;">Room</th> <th style="text-align: left;">Instructor</th> <th style="text-align: left;">Units</th> <th style="text-align: left;">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; color: green;">✔</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> CANCEL PREVIOUS FINISH DROPPING </p> </div> <p>Review the information on the Confirm your selection page.</p>	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>10.</p>	<p>Click the FINISH DROPPING button to drop the selected classes.</p>														

13.

Drop Classes 1 2 3

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

✔ Success: dropped ✘ Error: unable to drop class

Class	Message	Status
ARTH 101	Success: This class has been removed from your schedule.	✔

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.

Enrollment Encouragement
Students who are eligible to enroll for additional courses at no extra tuition charge will see the 'Enrollment Encouragement' message at the bottom of 'View Results' page as shown in the screenshot below.

Enrollment Encouragement

Congratulations!

You have been selected as a student who is eligible to enroll for additional course(s) at no extra tuition charge. Undergraduate matriculated students are considered full-time if registered for 12 or more equated credit in a term. You can take advantage of this opportunity by enrolling for additional course(s) for the same tuition charge, up to 18 credits. Undergraduate full-time students who are also in-state residents and are enrolled between 12-18 credits are charged tuition on a semester basis.

Yes I'm Interested No Thanks

Select	Decline Reason
<input type="checkbox"/>	Course Not Offered this term
<input type="checkbox"/>	Desired Class Section closed
<input type="checkbox"/>	Will think about it later
<input type="checkbox"/>	Not Interested
<input type="checkbox"/>	Not at this time
<input type="checkbox"/>	Current course load demanding
<input type="checkbox"/>	Time conflict
<input type="checkbox"/>	Missing needed pre-requisites
<input type="checkbox"/>	Family Reasons
<input type="checkbox"/>	Personal Reasons
<input type="checkbox"/>	Other

Comment:

Do not show this message for this term again

submit

Student interested in enrolling for additional courses will click on 'Yes I'm Interested'. Students who do not wish to enroll for additional courses will click on 'No Thanks', which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the 'Decline Reason' column.

Clicking on the checkbox next to the 'Do not show this message for this term again' will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester.

Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process.

	<i>Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.</i>
14.	Click on 'submit' to post the feedback.
End of Procedure.	