Enrollment: Drop Classes

Step 1: Navigate to Drop Classes

- From the Student Center you may navigate in one of two ways.
  1. Click on the Enroll link.
  2. Select Enrollment: Drop in the other academic dropdown

Step 2: Select Term for Drop Classes

- If you have active registration for more than one term, you will need to select the radio button for the Term of your choice on the Select Term page. Then click the Continue button.
- If you only have one active term, you will not see this page.

Select Term

Select a term then click Continue.

- 2010 Spring Undergraduate University of Nevada Las Vegas
- 2010 Fall Undergraduate University of Nevada Las Vegas

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to...
Step 3: Select classes to Drop

- On the Select classes to drop page, check the checkbox next to the class or classes you wish to drop.
- Then click the DROP SELECTED CLASSES button.

Step 4: Confirm your selection

- On the Confirm your selection page, double check that the classes you wish to drop are the ones that show up on this page.
- If these are the class(es) you wish to drop, click the FINISH DROPPING button.
- If you do not wish to proceed with the Drop Classes transaction, you may want to click the CANCEL or PREVIOUS button.
Step 5: View results Page

- On the View results page, double check that the Message says "Success: this class has been removed from your schedule."

- The Status should display the green check mark, which indicates that the class has been successfully dropped.

- If you do not see Success in the Message field and the green check mark in the Status field, then your class has not been dropped.

- If you would like to view your Class Schedule for the Term for which you just dropped the class(es), click the MY CLASS SCHEDULE button.

3. View results

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 400</td>
<td>Error: You are unable to drop this class at this time. There is a hold on your record. The hold must be removed before you can complete this transaction.</td>
<td>x</td>
</tr>
</tbody>
</table>