

MyUNLV Registration

Drop Classes: Step – by – Step Guide

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

Paul's Student Center

Academics

Search Plan **Enroll** My Academics

1

other academic... >>

- Academic Planner
- Class Schedule
- Course History
- Enrollment: Add**
- Enrollment: Drop**
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transfer Credit: Report
- other academic...

2

This Week's Schedule

Class	Schedule
AAD 182-1001 LEC (13551)	MoWe 8:30AM - 12:15PM Room: TBA
BLW 273-1004 LEC (14935)	Th 7:00PM - 9:45PM Room: TBA

weekly schedule >

enrollment shopping cart >

Personal Information

Demographic Data
Names
User Preferences

other personal... >>

Contact Information

Permanent Address: 1300 Whispering Lane, Oakdale, WA 98575
Billing Address: None
Primary Phone: None
Home E-mail: teststudent@yahoo.com

Admissions

Step 2: Select Term for Drop Classes

- If you have active registration for more than one term, you will need to select 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.

Paul SRTestStudent

go to ... >>

Search Plan **Enroll** My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2010 Spring	Undergraduate	University of Nevada Las Vegas
<input type="radio"/> 2010 Fall	Undergraduate	University of Nevada Las Vegas

CONTINUE

Search Plan **Enroll** My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ... >>

Step 3: Select classes to Drop Page

- 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.

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go to ...

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my class schedule || add || drop || swap || edit || term information

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2010 Fall | Undergraduate | University of Nevada Las Vegas [change term](#)

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	AAD 400-01 (10023)	Clinical Internship (Lecture)	TBA	TBA	Staff		✓
<input type="checkbox"/>	CS 115-1001 (10001)	Introduction to Computers (Lecture)	MoTuWe 11:30AM - 12:45PM	TBA	Staff	3.00	✓

[DROP SELECTED CLASSES](#)

Step 4: Confirm your selection Page

- 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.

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go to ...

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my class schedule || add || drop || swap || edit || term information

Drop Classes

1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2010 Fall | Undergraduate | University of Nevada Las Vegas

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
AAD 400-01 (10023)	Clinical Internship (Lecture)	TBA	TBA	Staff		✓

CANCEL

PREVIOUS

[FINISH DROPPING](#)

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.

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Search | **Plan** | **Enroll** | **My Academics**

my class schedule || **add** || **drop** || **swap** || **edit** || **term information**

Drop Classes

1 2 3

3. View results

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

2010 Fall | Undergraduate | University of Nevada Las Vegas

Success: dropped Error: unable to drop class

Class	Message	Status
AAD 400	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.	

[MY CLASS SCHEDULE](#)