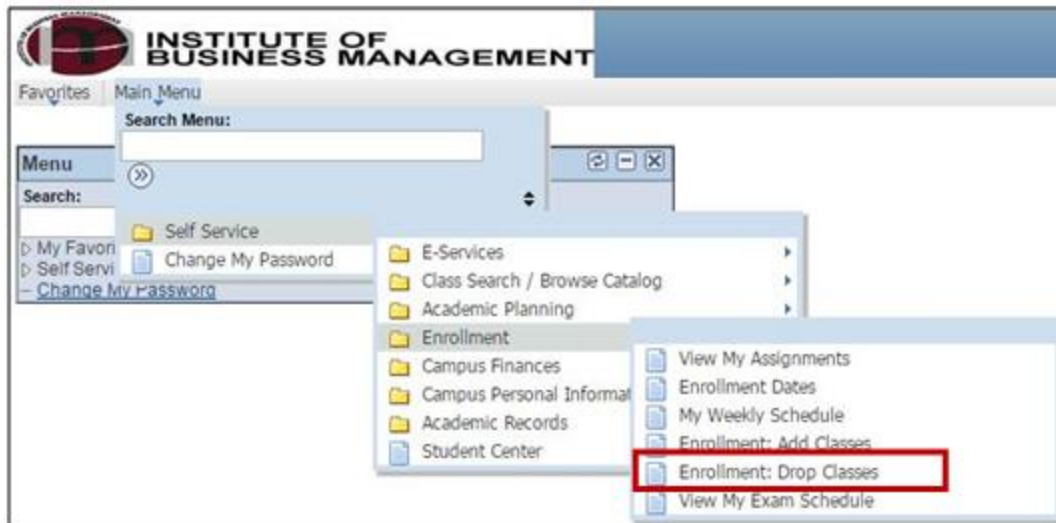


How to drop a class:



Steps:

1. Using the main menu tab, follow the path and select 'Enrollment: Drop Classes'.

The screenshot shows the 'Enrollment: Drop Classes' page. It includes a search bar, a table of classes, and a 'Drop Selected Classes' button highlighted with a red box.

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	LAW 201-C (1475)	CORPORATE LAW (Lecture)	Sa 9:00AM - 12:00PM	TBA	R. .	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MAN 408-B (1375)	ANALYSIS OF PAK. INDUSTRIES (Lecture)	TuTh 2:15PM - 3:45PM	TBA	M. .	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SCM 502-Z (1434)	ERP SYSTEMS DESIGN & IMPLEMENT (Lecture)	Sa 2:00PM - 5:00PM	TBA	F. .	3.00	<input checked="" type="checkbox"/>

DROP SELECTED CLASSES

2. Select the classes you want to drop and click on 'DROP SELECTED CLASSES'.

INSTITUTE OF BUSINESS MANAGEMENT

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Drop Classes

go to ...

Search | Enroll | My Academics

drop | term information

Drop Classes

1 2

2. Confirm your selection

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

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✓ Enrolled
✗ Dropped
⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
SCM 502-Z (1434)	ERP SYSTEMS DESIGN & IMPLEMENT (Lecture)	Sa 2:00PM - 5:00PM	TBA	F. .	3.00	✓

CANCEL | PREVIOUS | **FINISH DROPPING**

3. To remove the class from your schedule, click on 'FINISH DROPPING'.

4. The following screen will appear stating that you have successfully dropped that class.

Search | Plan | Enroll | My Academic

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

Drop Classes

1 2

3. View results

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

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✓ Success: dropped
✗ Error: unable to drop class

Class	Message	Status
COM 107	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE