How to Drop Classes in CUNYfirst

1. Go to [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu) and sign in to CUNYfirst.
2. Once on the CUNYfirst homepage, click on **Self Service**.
3. Choose the **Student Center** link from the Self Service drop down. You will now be navigated to your Student Center page.

---

**John Smith**  
**ID:** 23145678

**John’s Student Center**

- **Academics**
  - Search
  - Plan
  - Enroll
  - My Academics

- **Finances**
  - Account Summary
    - You owe 2,253.25.
    - Due Now: 2,253.25
    - Future Due: 0.00
    - **You have a past due balance of 2,353.25.**
    - Currency used is US Dollar.

- **Adviser**
  - Program Advisor
    - None Assigned

- **CUNY Websites**
  - CUNY Home
  - TIPPS

- **Academic Advisement**
  - Transcript Ordering
  - Advising Report (Degree Audit)

- **Other Links**
  - TuitionPay Payment Plan
  - FAFSA
4. To drop classes, click on the **other academic** dropdown and select **Enrollment: Drop**.

5. Click on the double arrow next to Enrollment: Drop to proceed.
6. Here you will be able to view all of the courses you have registered for. Select any of the classes you wish to drop and then click on **Drop Selected Classes**.

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>URBST 620-02 (4234)</td>
<td>URBAN RSRCH WRIT (Lecture)</td>
<td>Mo 6:30PM - 8:30PM</td>
<td>Powdermilk 115</td>
<td>D. Davis</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>URBST 738-01 (5679)</td>
<td>DISEASE &amp; PUB POLICY (Lecture)</td>
<td>TBA</td>
<td></td>
<td>W. Muraskin</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

**DROP SELECTED CLASSES**
7. You will be navigated to another page where you will be asked to confirm your selection. Please make sure you read this page carefully before selecting **Finish Dropping**.

![Image with search, plan, enroll, and my academics options]

### Drop Classes

**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.

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

2012 Fall Term | Graduate | Queens College

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>URBST 620-01</td>
<td>URBAN RSCH WRIT (Lecture)</td>
<td>TBA</td>
<td>TBA</td>
<td>Staff</td>
<td>3.00</td>
<td>❌</td>
</tr>
<tr>
<td>(3962)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>URBST 620-02</td>
<td>URBAN RSCH WRIT (Lecture)</td>
<td>Mo 6:30PM - 8:30PM</td>
<td>Powdermker 115</td>
<td>D. Davis</td>
<td>3.00</td>
<td>✔</td>
</tr>
<tr>
<td>(4234)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Button options: CANCEL, PREVIOUS, FINISH DROPPING]

Your class has now been dropped from your Class Schedule.