How to Drop Classes in CUNYfirst

1. Go to 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.
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**.

![Drop Classes Screen]

### 1. Select classes to drop

Select the classes to drop and click 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 RSCH 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 Button]
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**.

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.

Your class has now been dropped from your Class Schedule.