Drop Classes

Students may use self-service to drop classes from their schedule.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | Click the **Academic Calendar Deadlines** icon of the class you wish to drop in the Upcoming Schedule section.  
  
  *Note: Once the session has begun, then the Upcoming Schedule session would be called This Week’s Schedule.* |
4. Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.

**Student Center**

**Academic Calendar Deadlines**

<table>
<thead>
<tr>
<th>Name</th>
<th>Undergraduate</th>
<th>2011 Summer Term</th>
<th>Four Week - Second</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 101</td>
<td>Section: 2</td>
<td>HIS OF WESTERN ART I</td>
<td></td>
</tr>
<tr>
<td>Class Start Date:</td>
<td>07/03/2011</td>
<td>End Date:</td>
<td>07/28/2011</td>
</tr>
</tbody>
</table>

**Drop Calendar**

- **Drop - Delete Record:** 06/25/2011
  A class dropped on or before this date will be deleted from your academic record.
- **Drop - Retain Record:** 07/03/2011
  A class dropped on or before this date will be retained on your academic record with a status of dropped.

**Cancel & Withdrawal Calendar**

- **Withdraw without Penalty:** 07/05/2011
  Classes within a session, withdrawn on or before this date will not appear on your transcript.

(Note: Academic Calendar dates are subject to change)

5. Navigate to: **Self Service > Student Center.**
6. On the **Student Center** page in the **Academics** section, click the **Enroll** link.

![Student's Student Center](image)

7. Select the **drop** subtab. As needed, select the radio button of the term in which you would like to drop a class.

![Drop Classes](image)

8. Click the **Continue** button.
9. In the Select column, click the checkbox next to each class to be dropped.

10. Click Drop Selected Classes.

11. Review the information on the Confirm your selection page.

12. Click the Finish Dropping button to drop the classes you have selected.
13. On the **View results** page, a green checkmark displays next to the classes that have been dropped. Review the Message(s) under the **Message** column to confirm the impacts or consequences of dropping that class.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 101</td>
<td>Success: This class has been removed from your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

End of Procedure.