



**Campus Solutions: Student Center
Drop a Class**

Last Revised: 3/24/2009

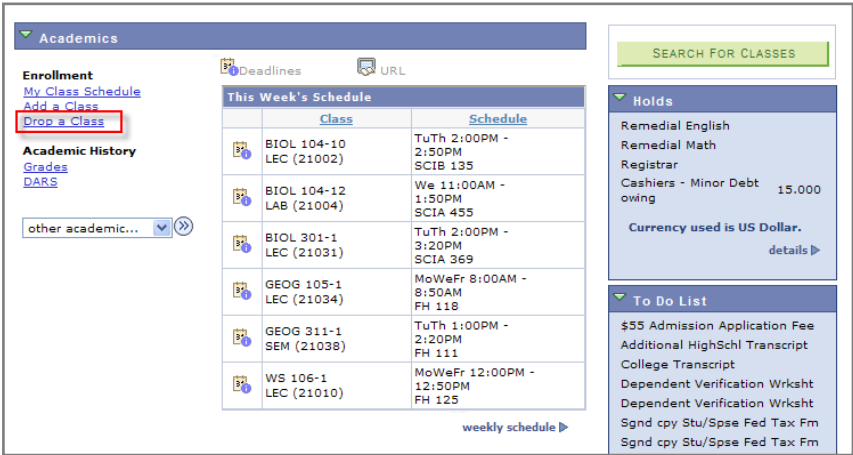
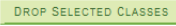
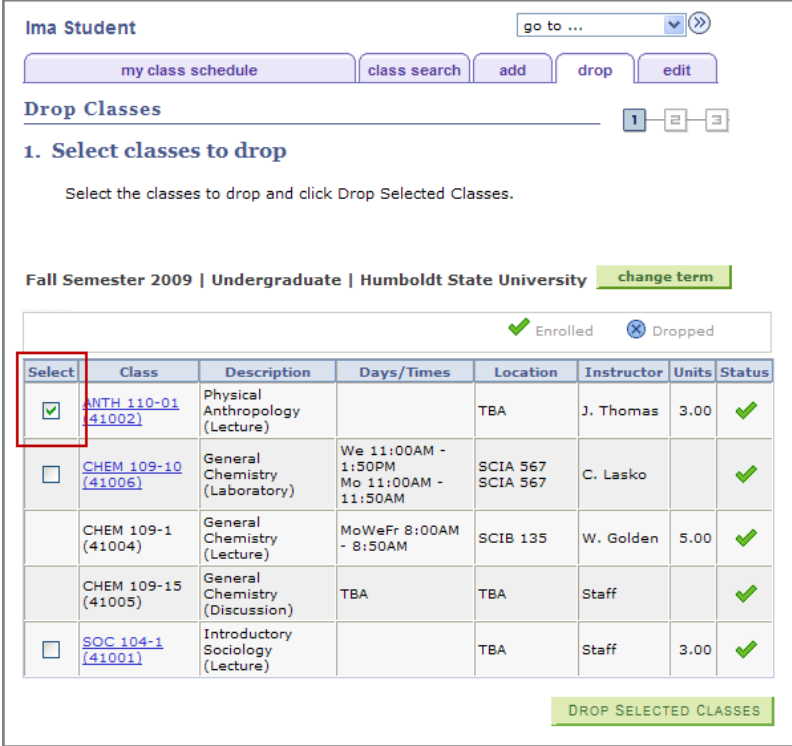
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1.0 Drop a Class

1.1 Drop a Class

Navigation: Login to your Student Center > Drop a Class

| Process Steps | Screen Shot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------------------------------|---|----------------------|------------|----------|------------|-------|--------|-------------------------------------|-------------------------------------|---------------------------------|--|-----|-----------|------|---|--------------------------|-------------------------------------|--------------------------------|---|----------------------|----------|--|---|--------------------------|--------------------|-----------------------------|------------------------|----------|-----------|------|---|--------------------------|---------------------|--------------------------------|-----|-----|-------|--|---|--------------------------|-----------------------------------|----------------------------------|--|-----|-------|------|---|
| 1. Login to your Student Center 2. Click Drop a Class |  <p>The screenshot shows the 'Academics' section of a student's profile. Under the 'Enrollment' heading, the 'Drop a Class' link is highlighted with a red rectangular box. Other visible elements include 'My Class Schedule', 'Add a Class', 'Academic History', 'Grades', 'DARS', and a 'This Week's Schedule' table listing various biology and geography classes with their respective times and locations. There are also sections for 'Holds' and 'To Do List' on the right side of the page.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Select the classes you would like to drop. 4. Click  |  <p>The screenshot shows the 'Drop Classes' interface. At the top, there are navigation buttons for 'my class schedule', 'class search', 'add', 'drop', and 'edit'. Below this is a section titled 'Drop Classes' with a sub-heading '1. Select classes to drop'. A message says 'Select the classes to drop and click Drop Selected Classes.' There is a 'change term' button set to 'Fall Semester 2009 Undergraduate Humboldt State University'. A table lists several classes with checkboxes in the 'Select' column. The checkbox for 'ANTH 110-01 (41002)' is highlighted with a red box. At the bottom right, there is a 'DROP SELECTED CLASSES' button.</p> <table border="1" data-bbox="475 1409 1227 1730"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Location</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ANTH 110-01 (41002)</td> <td>Physical Anthropology (Lecture)</td> <td></td> <td>TBA</td> <td>J. Thomas</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM 109-10 (41006)</td> <td>General Chemistry (Laboratory)</td> <td>We 11:00AM - 1:50PM Mo 11:00AM - 11:50AM</td> <td>SCIA 567 SCIA 567</td> <td>C. Lasko</td> <td></td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM 109-1 (41004)</td> <td>General Chemistry (Lecture)</td> <td>MoWeFr 8:00AM - 8:50AM</td> <td>SCIB 135</td> <td>W. Golden</td> <td>5.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHEM 109-15 (41005)</td> <td>General Chemistry (Discussion)</td> <td>TBA</td> <td>TBA</td> <td>Staff</td> <td></td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SOC 104-1 (41001)</td> <td>Introductory Sociology (Lecture)</td> <td></td> <td>TBA</td> <td>Staff</td> <td>3.00</td> <td>✓</td> </tr> </tbody> </table> | Select | Class | Description | Days/Times | Location | Instructor | Units | Status | <input checked="" type="checkbox"/> | ANTH 110-01 (41002) | Physical Anthropology (Lecture) | | TBA | J. Thomas | 3.00 | ✓ | <input type="checkbox"/> | CHEM 109-10 (41006) | General Chemistry (Laboratory) | We 11:00AM - 1:50PM Mo 11:00AM - 11:50AM | SCIA 567 SCIA 567 | C. Lasko | | ✓ | <input type="checkbox"/> | CHEM 109-1 (41004) | General Chemistry (Lecture) | MoWeFr 8:00AM - 8:50AM | SCIB 135 | W. Golden | 5.00 | ✓ | <input type="checkbox"/> | CHEM 109-15 (41005) | General Chemistry (Discussion) | TBA | TBA | Staff | | ✓ | <input type="checkbox"/> | SOC 104-1 (41001) | Introductory Sociology (Lecture) | | TBA | Staff | 3.00 | ✓ |
| Select | Class | Description | Days/Times | Location | Instructor | Units | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | ANTH 110-01 (41002) | Physical Anthropology (Lecture) | | TBA | J. Thomas | 3.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> | SOC 104-1 (41001) | Introductory Sociology (Lecture) | | TBA | Staff | 3.00 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

5. Confirm your selection. Review the classes you are dropping. When ready click Finish Dropping.

FINISH DROPPING

Ima Student go to ...

my class schedule class search add drop edit

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.

Fall Semester 2009 | Undergraduate | Humboldt State University

Enrolled
 Dropped

| Class | Description | Days/Times | Location | Instructor | Units | Status |
|-------------------------------------|---------------------------------|------------|----------|------------|-------|--------|
| ANTH 110-01 (41002) | Physical Anthropology (Lecture) | | TBA | J. Thomas | 3.00 | ✓ |

My Class Schedule Class Search Add Drop Edit

go to ...

6. If you receive an error in the process a red x will be displayed. If the class is successfully dropped you will see a green check. ✓

Ima Student go to ...

my class schedule class search add drop edit

Drop Classes

1 2 3

3. View results

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

Fall Semester 2009 | Undergraduate | Humboldt State University

Success: dropped
 Error: unable to drop class

| Class | Message | Status |
|----------|--|--------|
| ANTH 110 | Error: You cannot drop this class at this time. | ✗ |

My Class Schedule Class Search Add Drop Edit

go to ...