

Drop Classes

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

Note: Parts of images may be obscured for security reasons.

Step	Action									
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> 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.	<div data-bbox="393 611 1354 1157" data-label="Image"> <p>The screenshot shows the 'Student Center' page with the 'Academics' section expanded. On the left, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics', along with a search dropdown menu. On the right, there are 'Deadlines' and 'URL' icons. Below these is the 'Upcoming Schedule' table:</p> <table border="1"> <thead> <tr> <th></th> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td></td> <td>ARTH 101-2 LEC (2153)</td> <td>MoTuWeTh 9:00AM - 11:40AM Klapper 401</td> </tr> <tr> <td></td> <td>BUS 247-02 LEC (1538)</td> <td>MoTuWeTh 4:30PM - 6:04PM Powdermker 154</td> </tr> </tbody> </table> <p>Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.</p> </div> <p>Click the  Academic Calendar Deadlines icon of the class you wish to drop in the Upcoming Schedule section.</p> <p>Note: Once the session has begun, then the Upcoming Schedule session would be called This Week's Schedule.</p>		Class	Schedule		ARTH 101-2 LEC (2153)	MoTuWeTh 9:00AM - 11:40AM Klapper 401		BUS 247-02 LEC (1538)	MoTuWeTh 4:30PM - 6:04PM Powdermker 154
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<p>4.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Student Center</p> <hr/> <p>Academic Calendar Deadlines</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 40%;">2011 Summer Term</td> </tr> <tr> <td>Undergraduate</td> <td>Four Week - Second</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <tr> <td style="width: 20%;">ARTH</td> <td style="width: 15%;">101</td> <td style="width: 20%;">Section: 2</td> <td style="width: 45%;">HIS OF WESTERN ART I</td> </tr> <tr> <td colspan="2">Class Start Date: 07/05/2011</td> <td colspan="2">End Date: 07/28/2011</td> </tr> </table> <div style="background-color: #4a7ebb; color: white; padding: 5px;">Drop Calendar</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Drop - Delete Record:</td> <td style="width: 20%;">06/26/2011</td> <td style="width: 50%;">A class dropped on or before this date will be deleted from your academic record.</td> </tr> <tr> <td>Drop - Retain Record:</td> <td>07/05/2011</td> <td>A class dropped on or before this date will be retained on your academic record with a status of dropped.</td> </tr> </table> <div style="background-color: #4a7ebb; color: white; padding: 5px;">Cancel & Withdrawal Calendar</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Withdraw without Penalty:</td> <td style="width: 20%;">07/05/2011</td> <td style="width: 50%;">Classes within a session, withdrawn on or before this date will not appear on your transcript.</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">(Note: Academic Calendar dates are subject to change)</p> </div> <p>Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.</p>	Name	2011 Summer Term	Undergraduate	Four Week - Second	ARTH	101	Section: 2	HIS OF WESTERN ART I	Class Start Date: 07/05/2011		End Date: 07/28/2011		Drop - Delete Record:	06/26/2011	A class dropped on or before this date will be deleted from your academic record.	Drop - Retain Record:	07/05/2011	A class dropped on or before this date will be retained on your academic record with a status of dropped.	Withdraw without Penalty:	07/05/2011	Classes within a session, withdrawn on or before this date will not appear on your transcript.
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<p>5.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Return to Student Center</p> <p>Below the Academic Calendar Deadlines page, select the Return to Student Center link.</p> </div>																					

6.

Student's Student Center

Academics

Search
Plan
Enroll
My Academics

other academic... >>

Deadlines URL

2012 Fall Term Schedule

	Class	Schedule
	AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA
	ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA
	ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA
	PSY 166-1301 LEC (9113)	MoWe 11:00AM - 12:15PM Gillet 319

weekly schedule ▶
enrollment shopping cart ▶

On the **Student Center** page in the **Academics** section, click the **Enroll** link.

7.

Name go to ... >>

Search Plan Enroll My Academics

my class schedule | add | **drop** | swap | edit | term information

Drop Classes 1 2 3

Select Term

Select a term then click Continue.

Term	Career	Institution
<input checked="" type="radio"/> 2011 Summer Term	Undergraduate	Queens College
<input type="radio"/> 2011 Fall Term	Undergraduate	Queens College

CONTINUE

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

8. Click the **CONTINUE** button.

<p>9.</p>	<p>Drop Classes 1 2 3</p> <p>1. Select classes to drop</p> <p>Select the classes to drop and click Drop Selected Classes.</p> <p>2011 Summer Term Undergraduate Queens College change term</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> ✔ Enrolled ✘ Dropped ▲ Wait Listed </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;"><input checked="" type="checkbox"/></td> <td>ARTH 101-2 (2153)</td> <td>HIS OF WESTERN ART I (Lecture)</td> <td>MoTuWeTh 9:00AM - 11:40AM</td> <td>Klapper 401</td> <td>E. Krest</td> <td>3.00</td> <td style="text-align: center;">✔</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>BUS 247-02 (1538)</td> <td>BUSINESS ECON (Lecture)</td> <td>MoTuWeTh 4:30PM - 6:04PM</td> <td>Powdermker 154</td> <td>Staff</td> <td>3.00</td> <td style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: right; border: 2px solid red; padding: 5px; display: inline-block;">DROP SELECTED CLASSES</p> <p>In the Select column, click the <input type="checkbox"/> checkbox next to each class to be dropped.</p>	Select	Class	Description	Days/Times	Room	Instructor	Units	Status	<input checked="" type="checkbox"/>	ARTH 101-2 (2153)	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	✔	<input type="checkbox"/>	BUS 247-02 (1538)	BUSINESS ECON (Lecture)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	✔
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<p>10.</p>	<p>Click the DROP SELECTED CLASSES button.</p>																								
<p>11.</p>	<p>Drop Classes 1 2 3</p> <p>2. Confirm your selection</p> <p>Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel.</p> <p>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.</p> <p>Check the Academic Calendar for deadline dates for enrollment and withdrawal requests.</p> <p>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.</p> <p>International Students - consult with your International Advisor.</p> <p>2011 Summer Term Undergraduate Queens College</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> ✔ Enrolled ✘ Dropped ▲ Wait Listed </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>ARTH 101-2 (2153)</td> <td>HIS OF WESTERN ART I (Lecture)</td> <td>MoTuWeTh 9:00AM - 11:40AM</td> <td>Klapper 401</td> <td>E. Krest</td> <td>3.00</td> <td style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: right; border: 2px solid red; padding: 5px; display: inline-block;">FINISH DROPPING</p> <p>Review the information on the Confirm your selection page.</p>	Class	Description	Days/Times	Room	Instructor	Units	Status	ARTH 101-2 (2153)	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	✔										
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<p>12.</p>	<p>Click the FINISH DROPPING button to drop the selected classes.</p>																								

13.

Drop Classes 1 2 3

3. View results

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

2011 Summer Term | Undergraduate | Queens College

✔ Success: dropped ✘ Error: unable to drop class

Class	Message	Status
ARTH 101	Success: This class has been removed from your schedule.	✔

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.

Enrollment Encouragement
Students who are eligible to enroll for additional courses at no extra tuition charge will see the 'Enrollment Encouragement' message at the bottom of 'View Results' page as shown in the screenshot below.

Enrollment Encouragement

Congratulations!

You have been selected as a student who is eligible to enroll for additional course(s) at no extra tuition charge. Undergraduate matriculated students are considered full-time if registered for 12 or more equated credit in a term. You can take advantage of this opportunity by enrolling for additional course(s) for the same tuition charge, up to 18 credits. Undergraduate full-time students who are also in-state residents and are enrolled between 12-18 credits are charged tuition on a semester basis.

Yes I'm Interested
 No Thanks

Select	Decline Reason
<input type="checkbox"/>	Course Not Offered this term
<input type="checkbox"/>	Desired Class Section closed
<input type="checkbox"/>	Will think about it later
<input type="checkbox"/>	Not Interested
<input type="checkbox"/>	Not at this time
<input type="checkbox"/>	Current course load demanding
<input type="checkbox"/>	Time conflict
<input type="checkbox"/>	Missing needed pre-requisites
<input type="checkbox"/>	Family Reasons
<input type="checkbox"/>	Personal Reasons
<input type="checkbox"/>	Other

Comment:

Do not show this message for this term again

submit

Student interested in enrolling for additional courses will click on **'Yes I'm Interested'**. Students who do not wish to enroll for additional courses will click on **'No Thanks'**, which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the 'Decline Reason' column.

Clicking on the checkbox next to the **'Do not show this message for this term again'** will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester.

Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process.

	<i>Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.</i>
14.	Click on 'submit' to post the feedback.
End of Procedure.	