

How Do I Drop A Class?

Important information before proceeding with a drop:

<https://sps.uiw.edu/registration/course-drop.html>

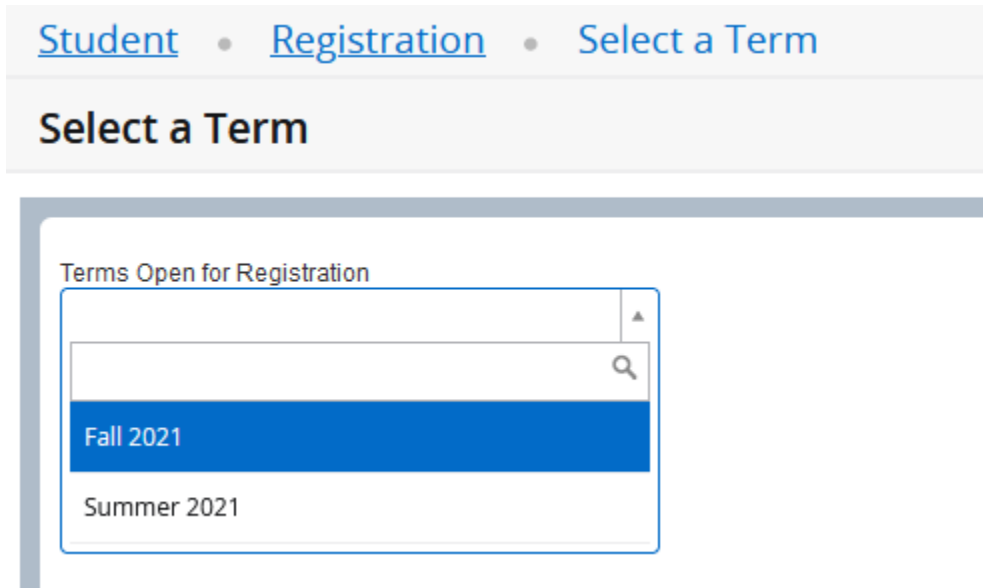
- If you are dropping a course and it is the only course you are registered for in that term, be sure to register for the class you are replacing it with before you process the drop.
- Dropping courses can impact financial aid eligibility as well as VA/TA eligibility and can potentially affect anticipated graduation dates.
- If you have any questions about dropping a course, please reach out to your academic advisor.

1. Click on Banner 9 Registration from your Cardinal Apps account.



Register for Courses

2. Select the term you are wanting to drop a course in.



3. Locate your Registration on Summary at the bottom of the registration page.

The screenshot shows a table titled "Summary" with a "Tuition and Fees" link in the top right corner. The table has the following columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. There is a gear icon in the top right of the table area. Two rows are visible, both with a status of "Registered".

Title	Details	Hours	CRN	Schedule Type	Status	Action
Bus Strat/Simulation/Integrat	DBA 8365, 1	3	58882	Lecture	Registered	None
Writing/Publication-Present	DBA 8340, 1	3	58885	Lecture	Registered	None

4. Under the Action column select ****Web Drop Pre-Term**** by clicking on the drop-down arrow.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Bus Strat/Simulation/Integrat	DBA 8365, 1	3	58882	Lecture	Registered	**Web Drop Pre-Ter...	
Writing/Publication-Present	DBA 8340, 1	3	58885	Lecture	Registered	**Web Drop Pre-Ter...	

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 999

Submit

5. Click Submit.
6. Your status should say *Dropped* if it was successful.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Bus Strat/Simulation/Integrat	DBA 8365, 1	0	58882	Lecture	Dropped	None	
Writing/Publication-Present	DBA 8340, 1	0	58885	Lecture	Dropped	None	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999

Submit

Note: If you want to re-register for a course you previously dropped, you will follow the same procedure to add the course back. Click the drop-down bar and select ****Web Registered****