

How to Drop a Class

1. Log on to EagleNet
2. In the **“Self Service”** box on the right side of the screen, click **“Academic Planning and Registration.”**
3. On that screen you can scroll down and click on the class in the schedule that you want to drop (Classes that the student is registered for should be in green boxes on the M-F schedule) OR Click the **“Go to Plan and Schedule page”** tab (gets you to the same screen)
4. Find the class you want to drop and click the gray **“Drop”** button under that class’s name
5. When the **“Register and Drop Sections”** box pops up, make sure that the class(es) you want to drop are checked
6. Then click **“Update”**