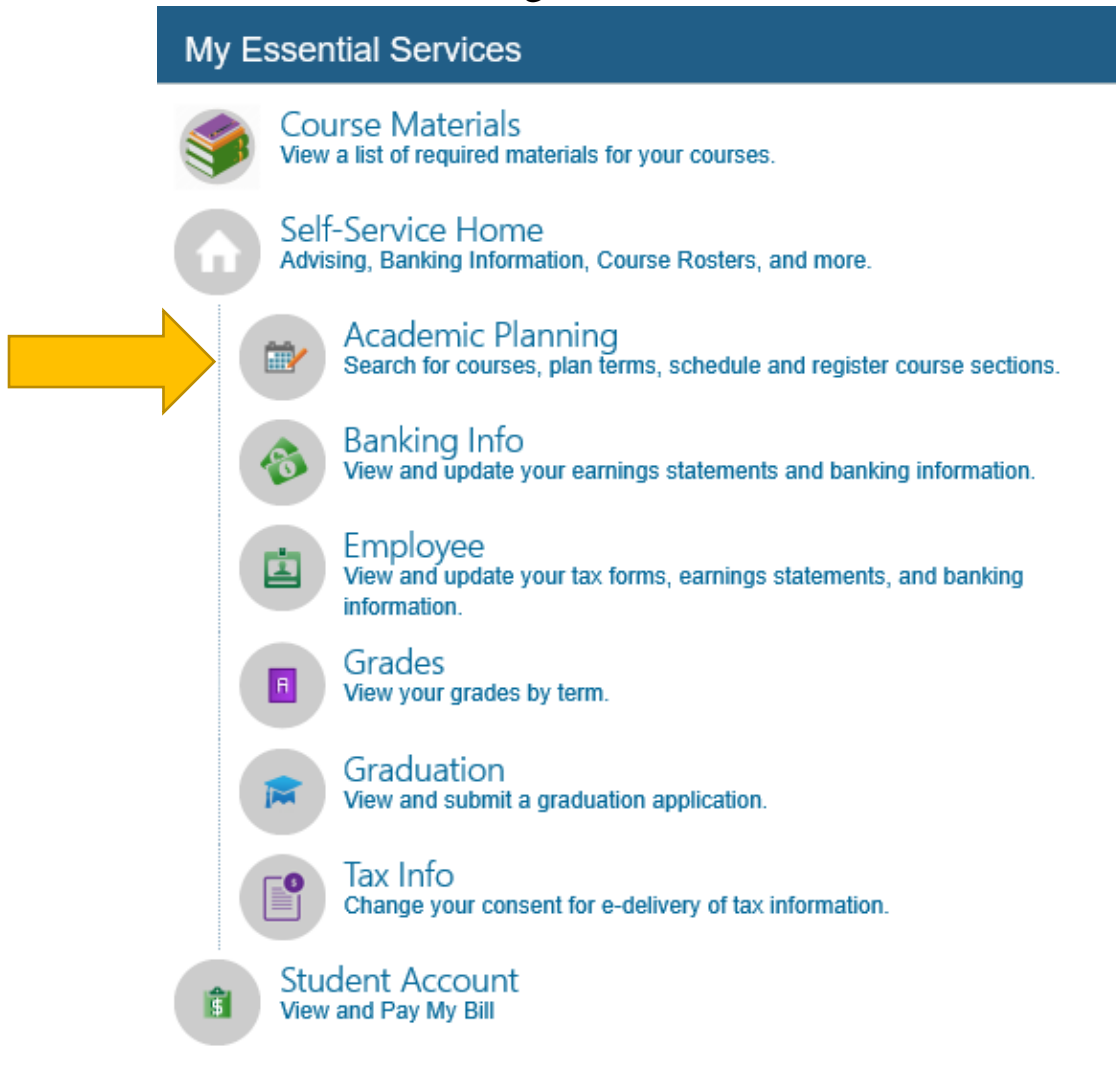


## Steps for Dropping a Class:

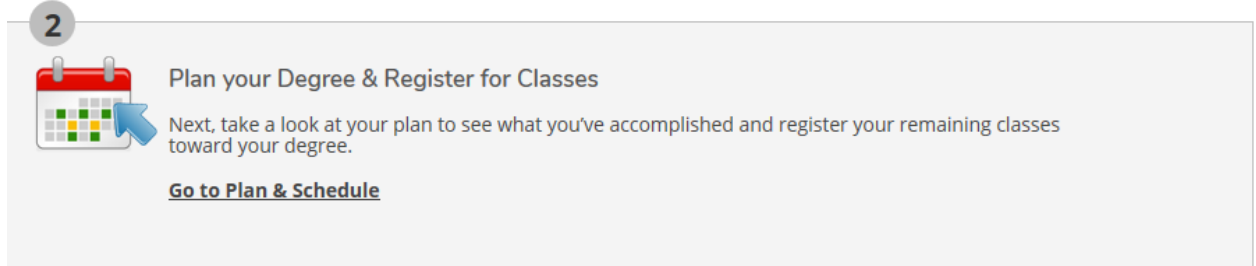
1. Sign onto EagleNet.
2. On the right side of the screen under My Essential Services, click on Academic Planning.



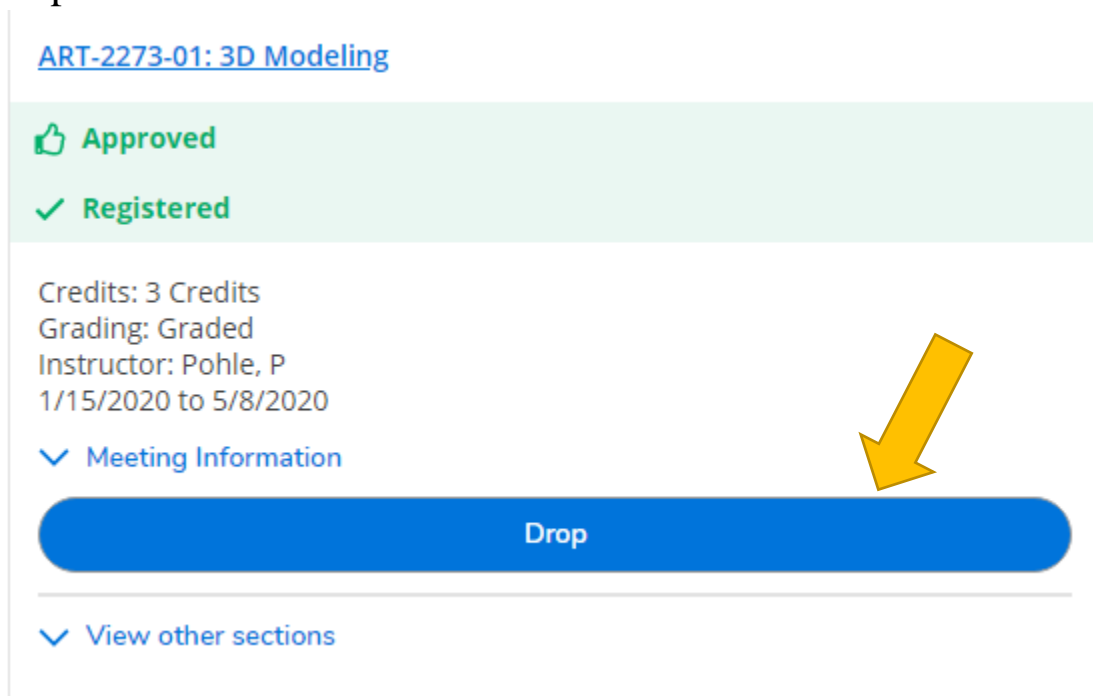
The image shows a screenshot of the 'My Essential Services' menu. A yellow arrow points to the 'Academic Planning' option. The menu items are as follows:

- Course Materials**  
View a list of required materials for your courses.
- Self-Service Home**  
Advising, Banking Information, Course Rosters, and more.
- Academic Planning**  
Search for courses, plan terms, schedule and register course sections.
- Banking Info**  
View and update your earnings statements and banking information.
- Employee**  
View and update your tax forms, earnings statements, and banking information.
- Grades**  
View your grades by term.
- Graduation**  
View and submit a graduation application.
- Tax Info**  
Change your consent for e-delivery of tax information.
- Student Account**  
View and Pay My Bill

3. Once you have clicked on Academic Planning, two options will appear at the top of the screen. Click on “Go to Plan & Schedule,” underneath the Plan Your Degree & Register for Classes option.

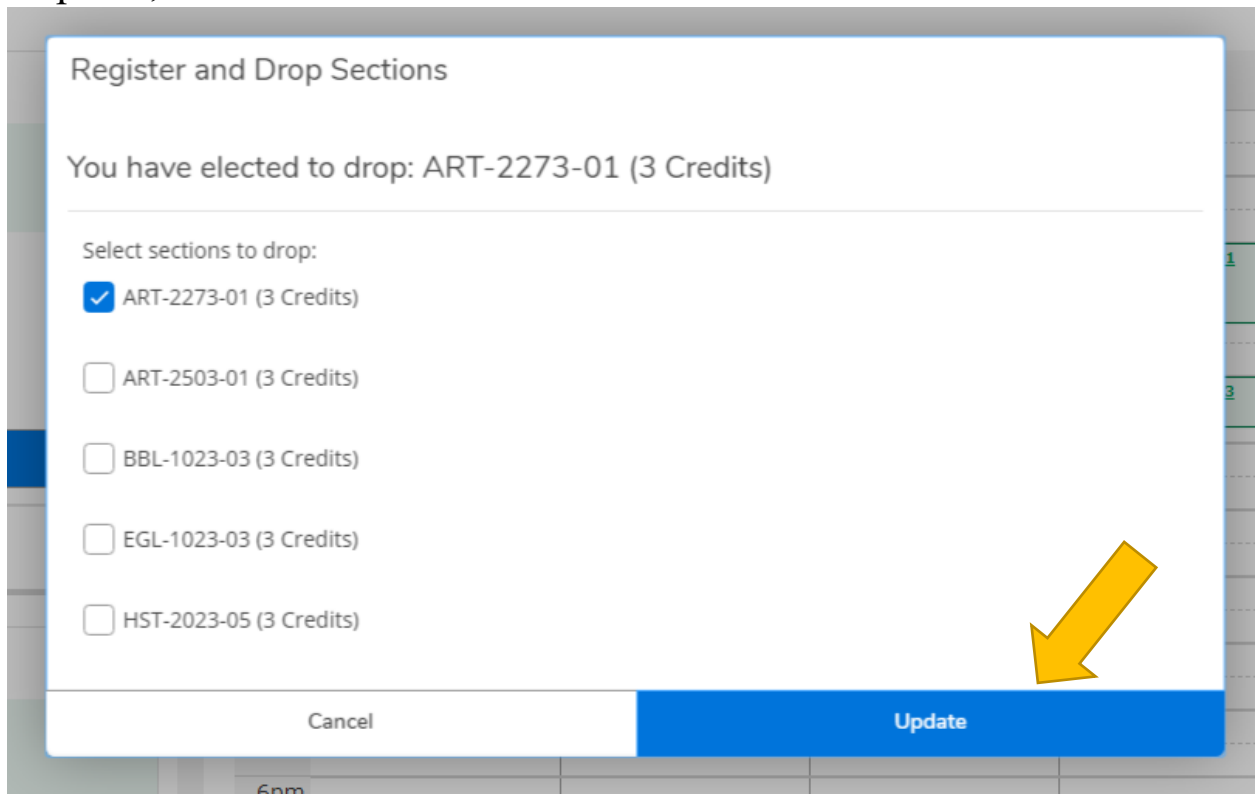


4. On the left of the screen showing details of your current courses, click the blue button labeled “Drop” on the course you wish to drop.



5. An additional screen confirming your decision will pop up with the course you selected checked. Make sure the correct course is selected. If you would like to drop more than one class, you can also select those now.

6. After selecting the class(es) you would like to drop, click “Update,” and that’s it!



Register and Drop Sections

You have elected to drop: ART-2273-01 (3 Credits)

Select sections to drop:

- ART-2273-01 (3 Credits)
- ART-2503-01 (3 Credits)
- BBL-1023-03 (3 Credits)
- EGL-1023-03 (3 Credits)
- HST-2023-05 (3 Credits)

Cancel Update

**IMPORTANT:**

In order to drop a course, you need to make sure that you will still have 12 credit hours to be a full-time student.