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.
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!

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.