

Steps for Dropping a Class:

1. **Sign** onto EagleNet.



Sign in with your JBU account

Username

Password

Sign in

Forgot your password?



2. In the middle of the screen under Student Profile, **click** on Plan degree and register.

A screenshot of the EagleNet dashboard. The dashboard is divided into several sections. On the left is a navigation sidebar with categories like Dashboard, Activity, Tasks, Announcements, Discover, Events, Marketplace, Shortcuts, Tools, Groups, and Pages. The main content area is titled "Dashboard" and contains several widgets. The "My Course Schedule" widget shows a table of courses. The "JBU User Profile" widget shows password expiration and reset options. The "Student Profile" widget is highlighted with a large black arrow pointing to the "Plan degree and register" button. Other widgets include "Blackboard Courses", "JBU Email", "Cloud Print", "OneDrive", and "Calendars".

Title	Loc	Days	Time
Marketing Strategies -	-	-	-
Portfolio & Presentation	WVAW-222	M W	11:00AM-12:15PM
Adv Graphic Design	WVAE-192	F	8:00AM-10:30AM
Intercultural Fam Sem	CTH-208	Tu Th	11:30AM-12:45PM
Managerial Economics	-	-	-

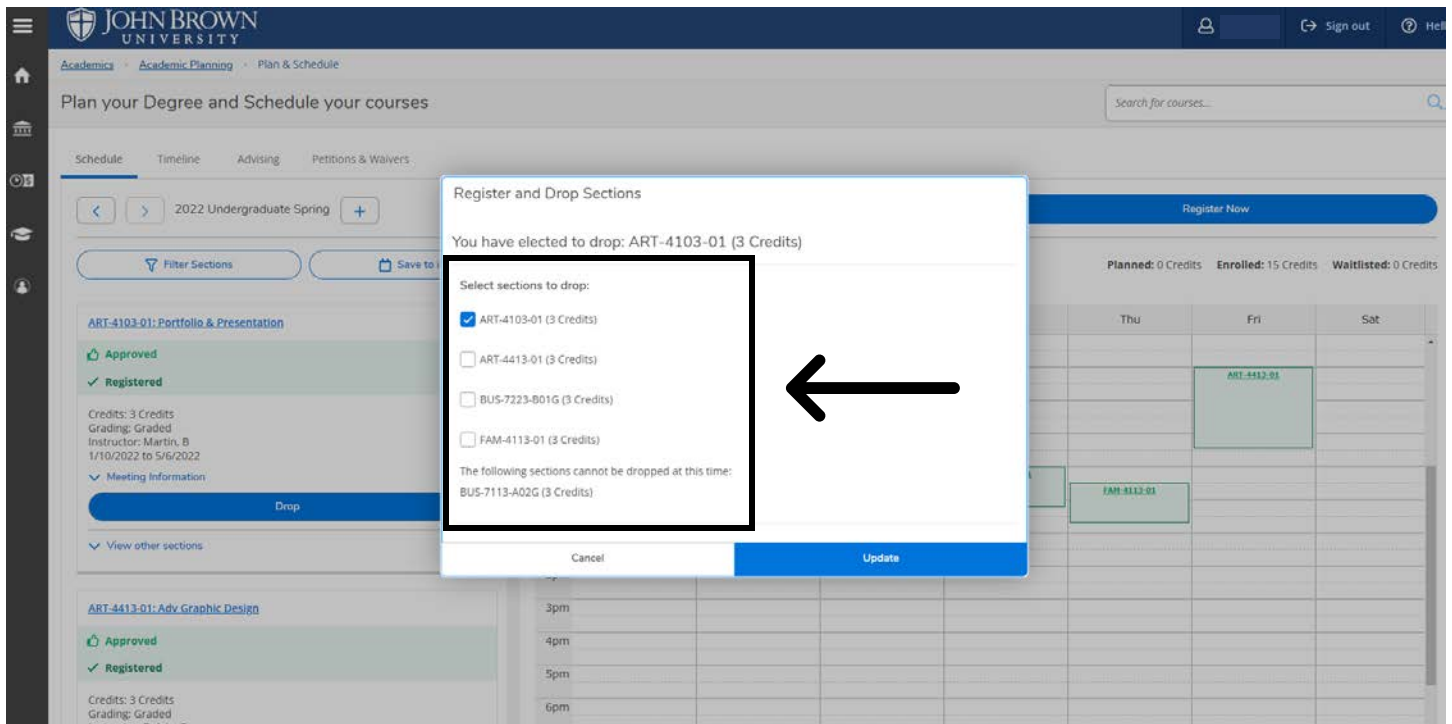
- Once you have clicked on Plan degree and register, two options will appear at the top of the screen. Click on “Go to Plan & Schedule,” underneath the Plan Your Degree & Register for Classes option.

The screenshot shows the John Brown University Academic Planning interface. At the top, there is a navigation bar with the university logo and user options like 'Sign out'. Below this, the 'Steps to Getting Started' section is displayed. It contains two main steps: '1 View Your Progress' and '2 Plan your Degree & Register for Classes'. Step 2 includes a sub-instruction: 'Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.' A black arrow points to the 'Go to Plan & Schedule' button under step 2. Below the steps, there is a 'Loading my data...' indicator and a '2022 Undergraduate Spring Schedule' grid. The grid shows a weekly schedule from 7am to 11am, with various course sections listed in colored boxes.

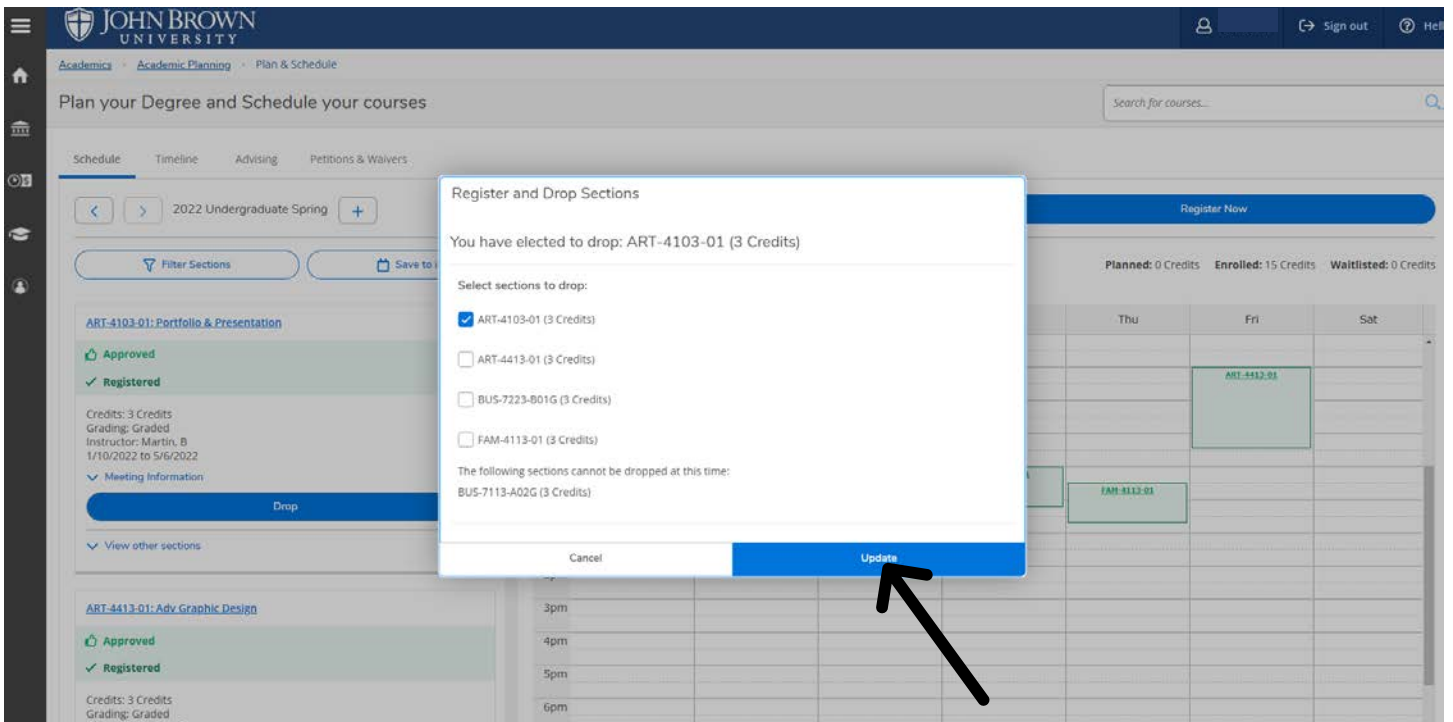
- On the left of the screen showing details of your current courses, click the blue button labeled “Drop” on the course you wish to drop.

The screenshot shows the 'Plan your Degree and Schedule your courses' page. The top navigation bar includes the university logo and 'Sign out' option. The page title is 'Plan your Degree and Schedule your courses'. Below the title, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. A '2022 Undergraduate Spring' semester selector is visible, along with a 'Register Now' button. There are also buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it shows 'Planned: 0 Credits', 'Enrolled: 15 Credits', and 'Waitlisted: 0 Credits'. The main content area is split into two parts: a course details panel on the left and a schedule grid on the right. The course details panel for 'ART-4103-01: Portfolio & Presentation' shows it is 'Approved' and 'Registered', with 3 credits, graded, and instructor Martin B. A blue 'Drop' button is at the bottom of this panel, with a black arrow pointing to it. The schedule grid on the right shows the course sections plotted on a weekly grid from 7am to 12pm.

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 will need to make sure that you will still **have 12 credit hours to be a full time student.**