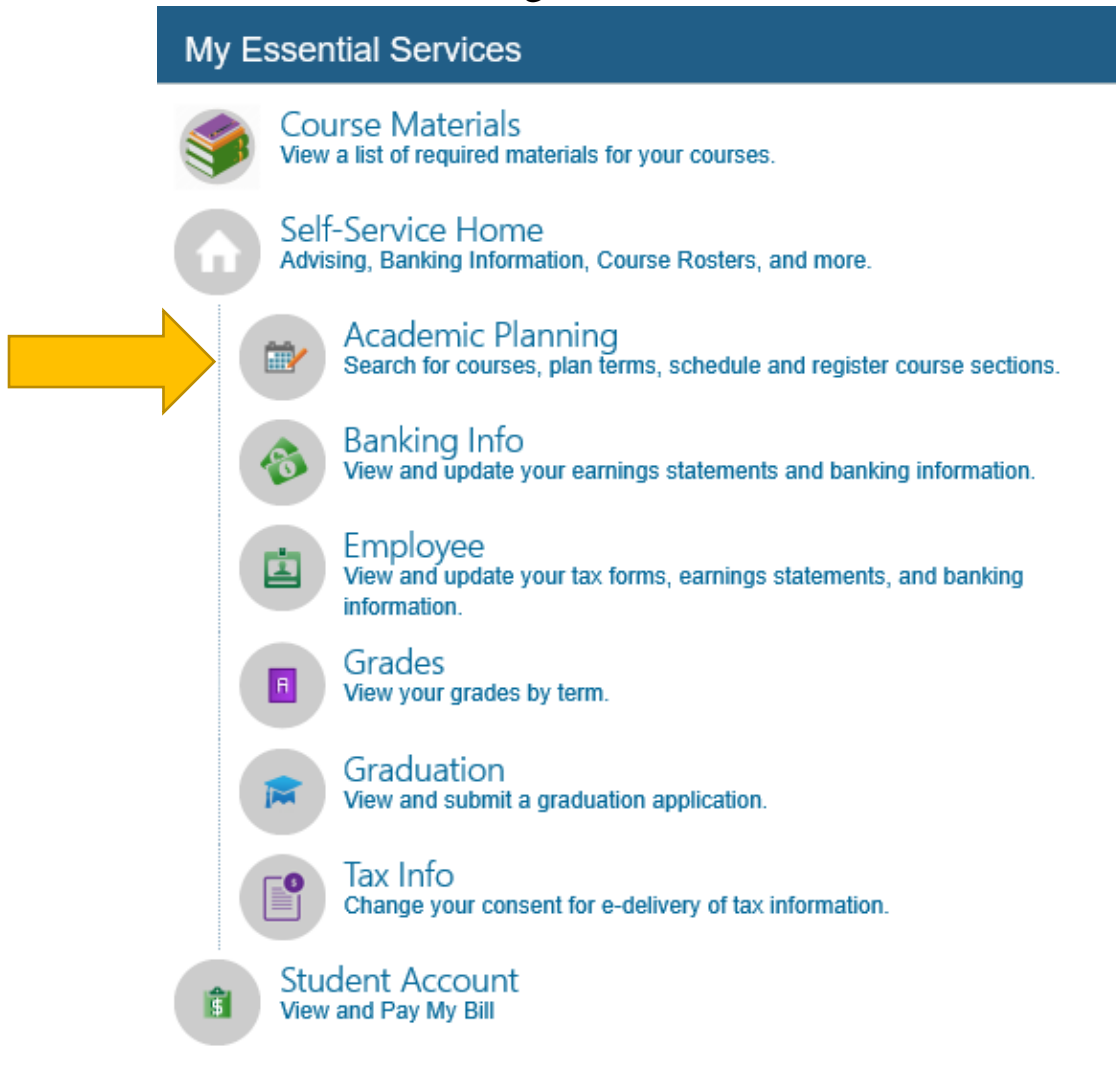


Steps for Dropping a Class:

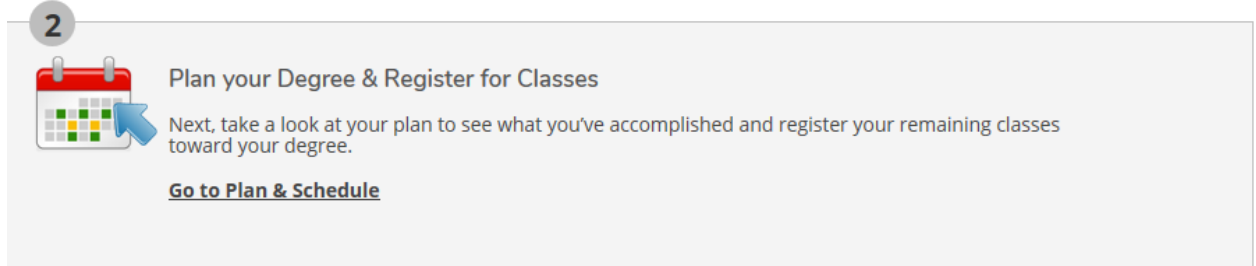
1. Sign onto EagleNet.
2. On the right side of the screen under My Essential Services, click on Academic Planning.



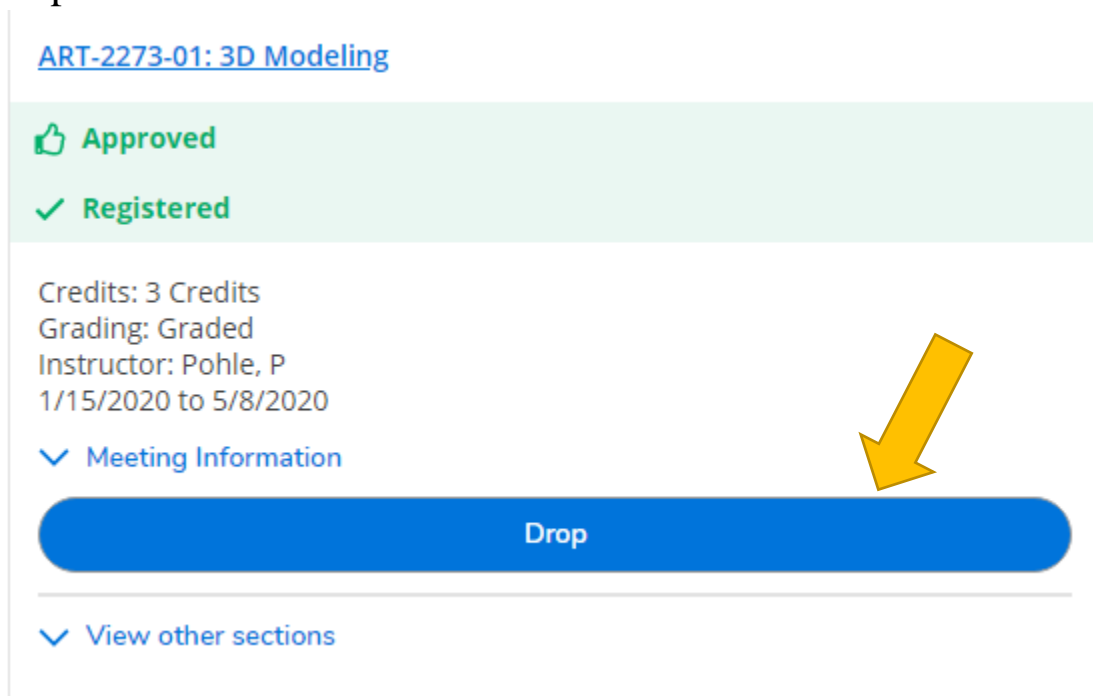
The image shows a screenshot of the 'My Essential Services' menu. The menu is titled 'My Essential Services' in a dark blue header. Below the header, there are several service options, each with an icon and a brief description. A large yellow arrow points to the 'Academic Planning' option.

Service	Description
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.

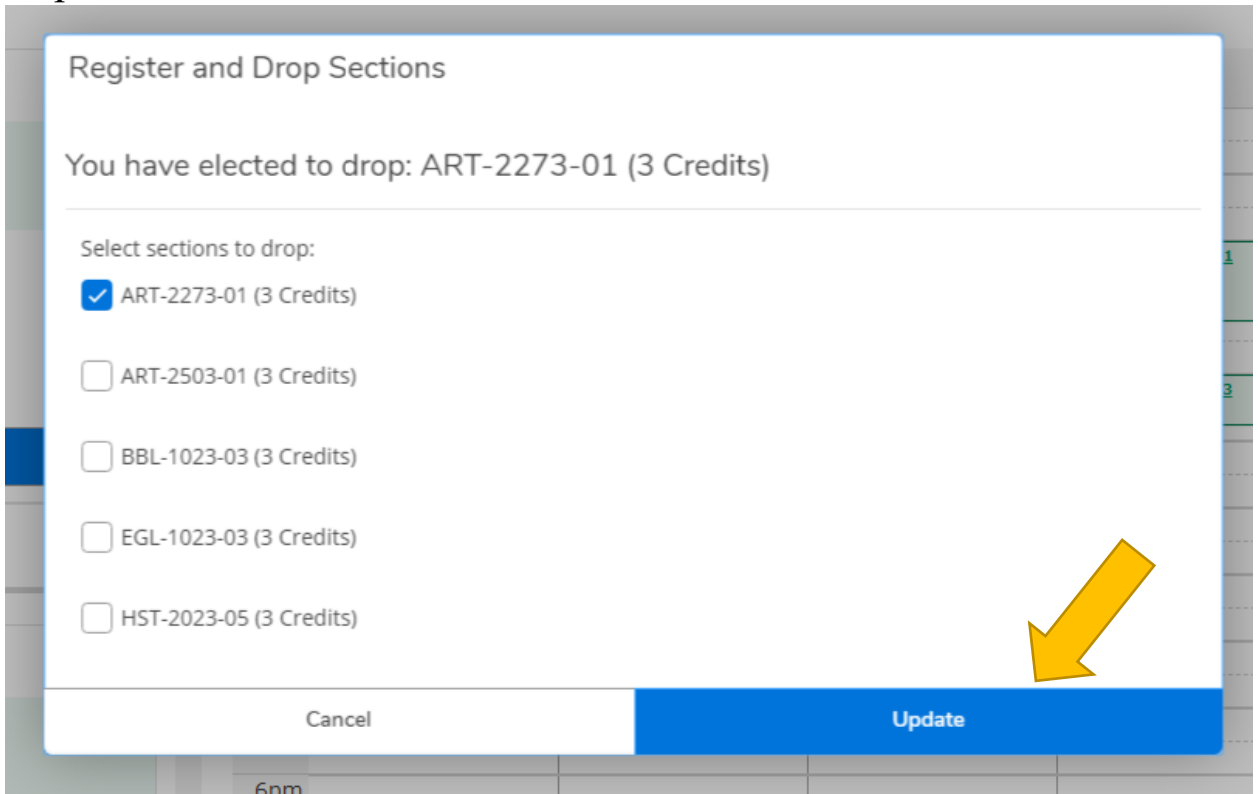


4. On the left of the screen showing details of your current courses, click the blue button labeled “Drop” on the course you wish to drop.



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