Dropping a Class

Log into your Student Center account using your Western User ID and Password.

Student Center Home Page

1) Under Academics select Enroll in Classes (see Figure 2.1).
2) Select the **Drop** tab (see Figure 2.2).

3) Select the term in which the course is that you wish to drop the class for and then select **Continue**.

**Note:** Depending on the time of the year, you may have more than one available term to select.

Depending on the time of the year, you may not be able to drop a course online. If this is the case, consult with your Academic Counsellor.
4) Select the check box next to the class you wish to drop.

Note: The row directly under the chosen class does not have a check box because it is a Tutorial, Lab, or Exam component. This component will automatically be dropped when the class is dropped.

5) Click **Drop Selected Classes** (see Figure 2.3)

Note: You can drop multiple classes at once.
6) Confirm that you have selected the correct class to drop.

If you did not select the correct course(s), click the Previous button to change your selection(s). You can click the Cancel button to leave the Drop Classes area.

7) If this is the correct course(s) to drop, select Finish Dropping (see Figure 2.4).
If you have successfully dropped the course(s), under the Status heading you will see a green checkmark. If there is a red ‘x’ you will see an error message under the Message heading (see Figure 2.5).

Select the My Class Schedule button to see your updated class schedule (see Figure 2.6).

The End