

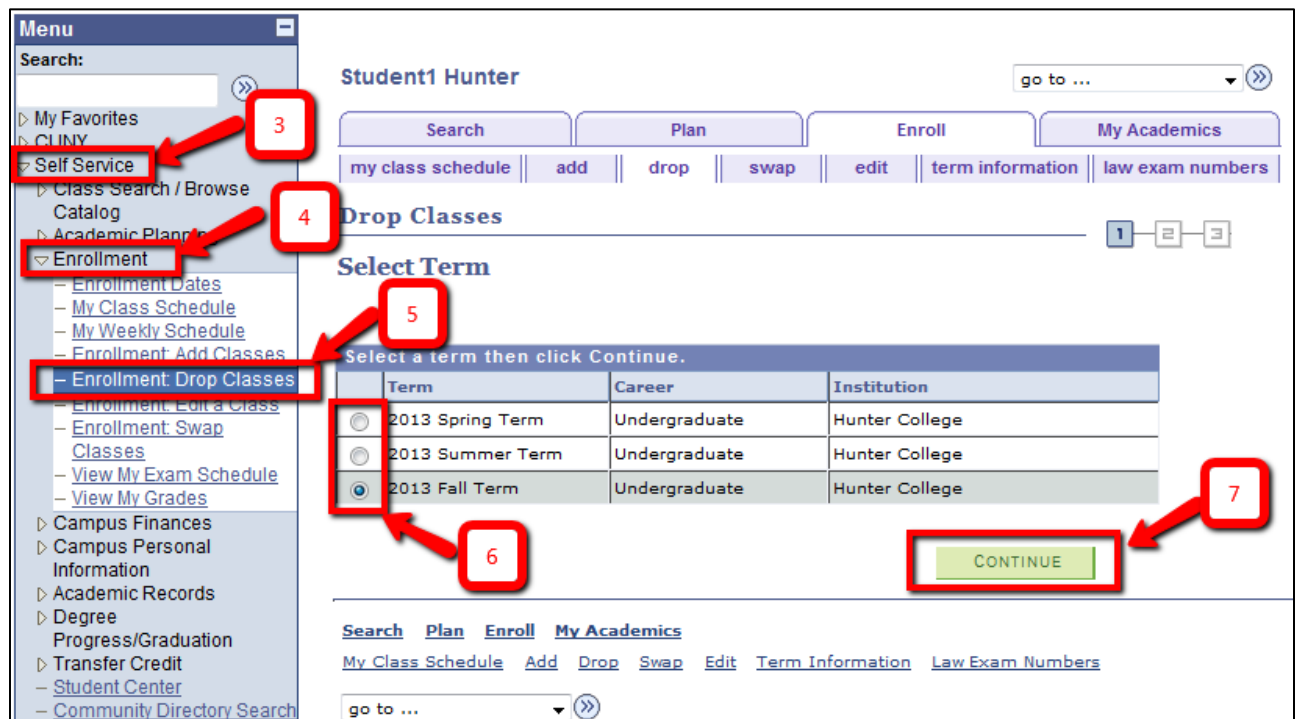
# Quick Guide: Dropping or Withdrawing From Classes

Last update: 5 October 2015

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Enrollment**
5. Click on **Enrollment: Drop Classes**
6. Select the semester you would like to drop a class for
7. Click **Continue**



A screenshot of the CUNYfirst 'Drop Classes' page for 'Student1 Hunter'. The page shows a navigation menu on the left and a main content area. Red callouts with numbers 3 through 7 point to specific elements: 3 points to 'Self Service' in the menu; 4 points to 'Enrollment' in the menu; 5 points to 'Enrollment: Drop Classes' in the menu; 6 points to the '2013 Fall Term' row in the 'Select Term' table; and 7 points to the 'CONTINUE' button.

**Menu**

Search: [input]

- My Favorites
- CUNY
- Self Service
- Class Search / Browse Catalog
- Academic Planning
- Enrollment
  - Enrollment Dates
  - My Class Schedule
  - My Weekly Schedule
  - Enrollment: Add Classes
  - Enrollment: Drop Classes
  - Enrollment: Edit a Class
  - Enrollment: Swap Classes
  - View My Exam Schedule
  - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Center
- Community Directory Search

**Student1 Hunter** go to ... [input]

Search Plan Enroll My Academics

my class schedule add drop swap edit term information law exam numbers

## Drop Classes

1 2 3

### Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2013 Spring Term	Undergraduate	Hunter College
<input type="radio"/> 2013 Summer Term	Undergraduate	Hunter College
<input checked="" type="radio"/> 2013 Fall Term	Undergraduate	Hunter College

CONTINUE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information Law Exam Numbers

go to ... [input]

8. Check the box for the class you would like to drop
9. Click **Drop Selected Class** to move onto step 2 of the process

**Drop Classes** 1 2 3

**1. Select classes to drop**

Select the classes to drop and click Drop Selected Classes.

2013 Fall Term | Undergraduate | Hunter College change term

✔ Enrolled   
 ✕ Dropped   
 ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">ECO 33000-02 (10782)</a>	ECONOMIC DEVELOPMENT (Lecture)	Th 5:35PM - 6:50PM Tu 5:35PM - 6:50PM	TBA TBA	S. O'Connell	3.00	✔
<input checked="" type="checkbox"/>	<a href="#">ENGL 30800-01 (11093)</a>	WRKSHP NON-FICTION 1 (Lecture)	Fr 11:10AM - 12:25PM Tu 11:10AM - 12:25PM	TBA TBA	M. Thomas	3.00	✔
<input checked="" type="checkbox"/>	<a href="#">PSYCH 24800-14 (12722)</a>	STAT METHOD IN PSY(W (Lecture)	Th 7:45PM - 10:10PM Tu 7:45PM - 9:35PM	TBA TBA	M. Fowler	4.00	✔

DROP SELECTED CLASSES

10. Click **Finish Dropping** to finish the process

**Drop Classes** 1 2 3

**2. Confirm your selection**

Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel.

As of the first day of classes, students who drop below their originally registered credit level may be assessed a tuition penalty based on the effective date of the drop according to CUNY's Tuition Schedule.

Check the Academic Calendar for deadline dates for enrollment and withdrawal requests.

If you are a Financial Aid recipient, check with the Financial Aid Office to learn how your Financial Aid awards may be affected by any changes in enrollment.

International Students - consult with your International Advisor.

2013 Fall Term | Undergraduate | Hunter College

✔ Enrolled   
 ✕ Dropped   
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
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CANCEL   
 PREVIOUS   
 FINISH DROPPING

11. The **View Results** page shows the status of your drop request as either successful (✓) or as an error (✗)

### Drop Classes

1 2 3

#### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2013 Fall Term | Undergraduate | Hunter College

✓ Success: dropped      ✗ Error: unable to drop class

Class	Message	Status
ENGL 30800	Success: This class has been removed from your schedule.	✓
PSYCH 24800	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

**Note:** To drop a permit class, you need to cancel your e-permit via the Student Center in CUNY First. (available via the Student Center in CUNY First). You cannot drop a PERM class via CUNYfirst directly.

**Note:** In CUNYfirst, some drop transactions may result in a “WD” or “W” grade based upon the published academic calendar. A “WD” WILL NOT APPEAR ON YOUR TRANSCRIPT, but a “W” grade WILL.