Quick Guide: Dropping or Withdrawing From Classes

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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**
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

10. Click **Finish Dropping** to finish the process
11. The **View Results** page shows the status of your drop request as either successful (✔) or as an error (✘).

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**.