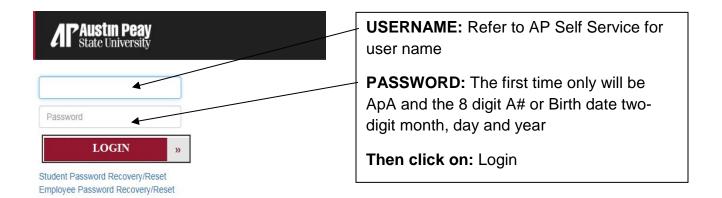
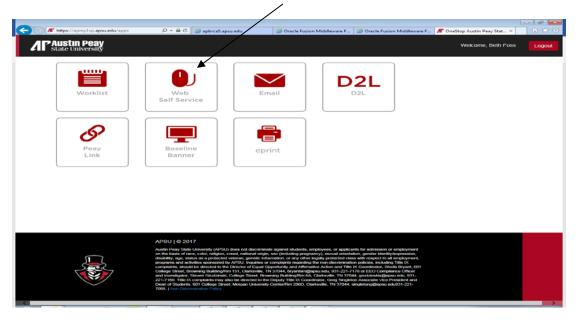
## **How to Drop a Course**



**NOTE:** When you click on the "forgot your username/password" link, enter your A number for the User ID and your 6-digit date of birth for the PIN number.

1. Click on Web Self Service icon



- 2. Click on the Student tab.
- 3. Click on the **Registration** link.
- 4. Click on the **Add or Drop Classes** link.
- 5. **Select a Term** from the drop down menu (i.e. Fall Semester 2013, Fall Term I 2013 Ft Campbell), click **Submit**.

- 6. If the system prompts for an **Alternate PIN**, you will need to contact your advisor to be cleared for registration. If you do not have an assigned advisor, contact the department of your major.
- 7. There is a pull-down list beside all registered classes. Under the **Action** column, choose the drop option next to the class you would like to drop (i.e. Withdrawn before the 14<sup>th</sup> day).

Current Schedule

Status
Action
CRN Subj Crse Sec Level
Cred Grade Mode
Title
Reinstate Course on Dec 20, 2017 None

2979 AGRI 3110 07 Undergraduate 3.000 Standard Letter Animal Health and Disease

- 8. After you have made your selection, click on **Submit Changes**.
- 9. If you are dropping all of your classes, you must complete the Official Withdrawal process. You will not be dropped from all your classes unless you follow this process. Under Registration, click on the link Drop All Courses for a Selected Term/Semester.

Registration History
Registration Status
Student Detail Schedule
Student Printable Schedule with Textbook Express
VA Certification Request
Week at a Glance
Drop All Courses for a Selected Term/Semester
Drop All Courses for a Selected Term/Semester

RELEASE: 8.8.3