How Do I Drop a Class?

Step 1: Enter your **GothicNet ID** and **Password** then click on the [Sign In] button.

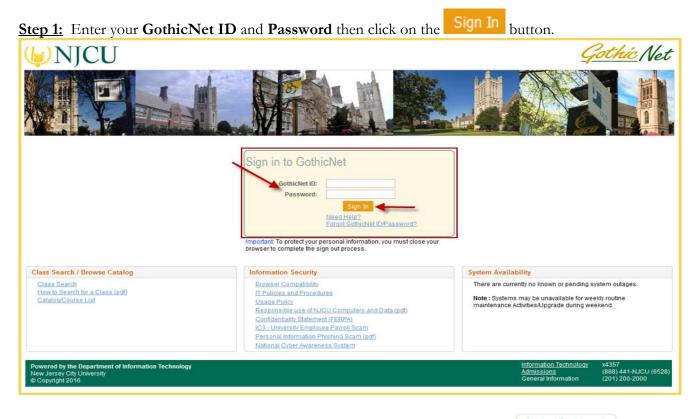**Step 2:** Once you have logged onto the GothicNet, you will be defaulted to the [Student Dashboard] tab. Click on Enroll for Courses (Open) link.

Step 3: Click on the Drop tab.

Step 4: If necessary, click on **change term** button to select a different Term.

Step 5: To select the course you would like to drop, click on the select box ☐ and to proceed click on the **DROP SELECTED CLASSES** button.

Step 6: Review course information and click on the FINISH DROPPING button to proceed.

go to ... ▾ ⟫

| Search | Enroll | My Academics |

| my class schedule || add || drop || swap || edit || term information |

Drop Classes ① — ② — ③

2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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✔ Enrolled   ⊗ Dropped   ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
EDU 280-11 (2051)	Challenges in Urban Education (Lecture)	We 11:20AM - 2:00PM	TBA	E. Morales	3.00	✔

CANCEL   PREVIOUS   FINISH DROPPING

Search   Enroll   My Academics
My Class Schedule   Add   Drop   Swap   Edit   Term Information

go to ... ▾ ⟫

Step 7: Check the message and status sections to confirm the drop was successful.

Chelsea Nagurka

go to ... ▾ ⟫

| | Enroll | My Academics |

| my class schedule || add || drop || swap || edit || term information |

Drop Classes ① — ② — ③

3. View results

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

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✔ Success: dropped   ✘ Error: unable to drop class

Class	Message	Status
EDU 280	**Success:** This class has been removed from your schedule.	✔

MY CLASS SCHEDULE

Search   Enroll   My Academics
My Class Schedule   Add   Drop   Swap   Edit   Term Information

go to ... ▾ ⟫

Step 8: Finally, click on MY CLASS SCHEDULE button to view and/or your class schedule.

Chelsea Nagurka

go to ...

| Enroll | My Academics |

| my class schedule | add | drop | swap | edit | term information |

Drop Classes

1 — 2 — 3

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Class	Message	Status
EDU 280	**Success:** This class has been removed from your schedule.	✔

MY CLASS SCHEDULE

Search   Enroll   My Academics

My Class Schedule   Add   Drop   Swap   Edit   Term Information

go to ...

The Enrolling Process is complete.