Dropping Courses

Overview
Here you will find instructions on how to drop courses.

NO students are permitted to drop ALL of their courses online.

Students wishing to drop all courses should drop as many as possible online, then contact the Office of the Registrar in order to be removed from their last class.

- If you intend to re-enroll that same term, DO NOT email the Registrar with a course drop request, you should attempt to register for the new courses, then drop the old ones.

Refer to the Academic Calendar for specific dates and deadlines for the add/drop and withdrawal periods.

Instructions
1. Search for, then select the Registration Menu app in MyUWF.
2. Click the Add or Drop Classes link.

Registration

Select Term
Registration Status
Look Up Classes (View Only)
Add or Drop Classes
Change Grade Mode or Credit Hours
Student Detail Schedule
Concise Student Schedule
Registration History
Enrollment Certification

Your current schedule should appear.

3. In the Action column, choose “Drop (Web)” from the drop-down menu next to the course you wish to drop.
4. Click the Submit Changes button.
To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Course</th>
<th>Term</th>
<th>Sec</th>
<th>Grade</th>
<th>Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered (Staff)</td>
<td>Drop (Web)</td>
<td>2253</td>
<td>COP</td>
<td>2253</td>
<td>Undergraduate</td>
<td>3.000 Standard Letter Grade</td>
<td>Programming Using Java</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered (Web)</td>
<td>None</td>
<td>2021</td>
<td>ACG</td>
<td>80002</td>
<td>Undergraduate</td>
<td>3.000 Standard Letter Grade</td>
<td>Principles of Financial Accounting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered (Web)</td>
<td>None</td>
<td>1101</td>
<td>ENC</td>
<td>8115-4</td>
<td>Undergraduate</td>
<td>3.000 Standard Letter Grade</td>
<td>English Composition I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 16.000
Date: Feb 03, 2014 03:34 pm

Add Classes Worksheet

| CRNs |     |     |     |     |     |

Submit Changes | Class Search | Reset

5. The course should no longer appear on your schedule.

FAQs

What if I want to drop all of my courses?
Dropping your final course indicates that you do not wish to enroll at UWF at this time. Students wishing to drop all courses must submit the request in writing to the Office of the Registrar. If you are changing your schedule, make sure you stay in at least one course during the drop/add process.

What if I'm registered in a Part of Term 5-9 course?
Generally, Parts of Term 5-9 courses' last day to drop is the fifth business day of the course, after it has started. Please email registrar@uwf.edu for assistance in dropping your Part of Term 5-9 course before the drop deadline has passed.

Previous/Next Steps

Previous Steps:
Registering for Courses
Viewing Holds

Next Steps:
Withdrawing After Drop/Add
Viewing a Student Schedule

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