

Dropping Courses

Overview

Here you will find instructions on how to drop courses.

If you are unable to drop all of your courses please contact the Office of the Registrar or your academic advisor for assistance. If you are a new admit, please contact Admissions to cancel or move your application.

- 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.



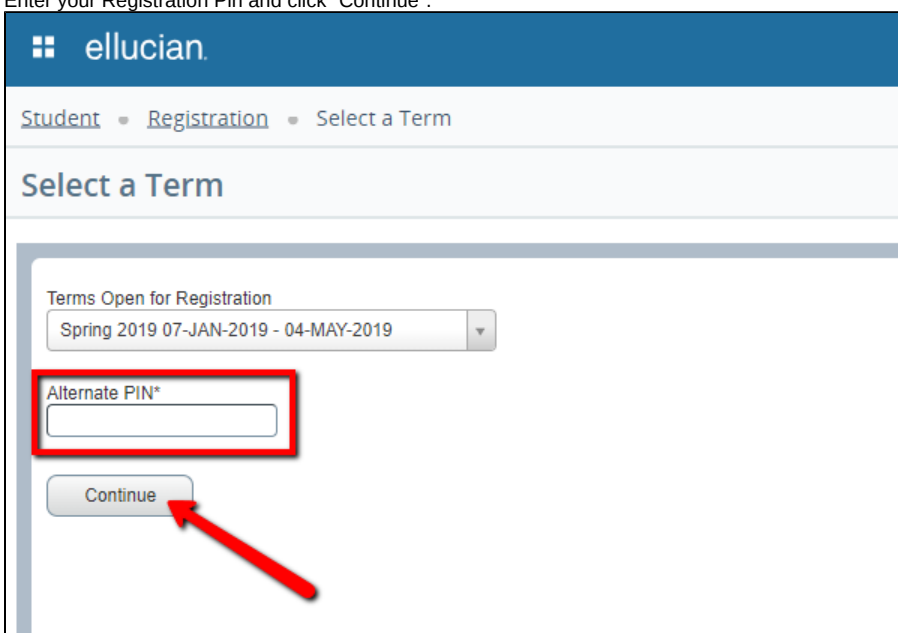
Students should not attempt to drop any course in which he/she is going through the Academic Misconduct process. If the student does remove themselves from the course, the student will be manually re-added to the course by the Office of the Registrar pending a final decision from Student Affairs.

Instructions

1. Select the "Register for Classes" option in the Registration Menu.
2. Then, click on the "Registration" link.
3. Select the Term you wish to remove the course. Then, Click "Continue".

The screenshot shows the ellucian registration system interface. At the top is a blue header with the ellucian logo. Below the header is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). The main heading is "Select a Term". Below this is a section titled "Terms Open for Registration" which contains a search box. The search box has a magnifying glass icon and a dropdown list showing three terms: "Summer 2019 13-MAY-2019 - 09-AUG-2019" (highlighted in blue), "Spring 2019 07-JAN-2019 - 04-MAY-2019", and "Summer 2018 14-MAY-2018 - 10-AUG-2018".

4. Enter your Registration Pin and click "Continue".



ellucian

Student • Registration • Select a Term

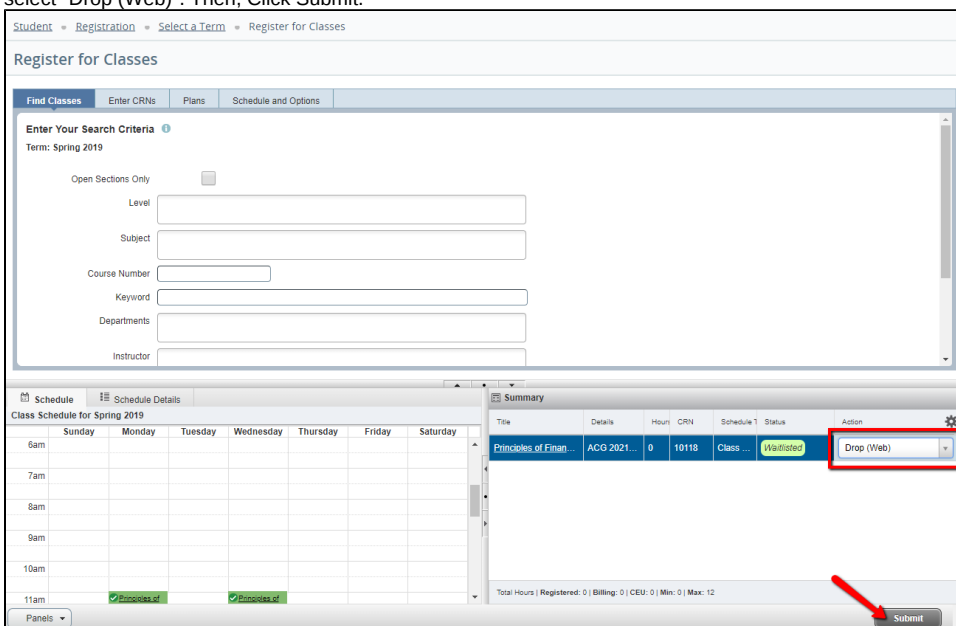
Select a Term

Terms Open for Registration
Spring 2019 07-JAN-2019 - 04-MAY-2019

Alternate PIN*

Continue

5. Click the drop down arrow next to the course you wish to drop. From the choices in the drop down box, select "Drop (Web)". Then, Click Submit.



Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2019

Open Sections Only ☐

Level

Subject

Course Number

Keyword

Departments

Instructor

Class Schedule for Spring 2019						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
6am						
7am						
8am						
9am						
10am						
11am						

Title	Details	Hours	CRN	Schedule T	Status	Action
Principles of Finan...	ACG 2021...	0	10118	Class ...	Waitlisted	Drop (Web)

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

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

FAQs

Dropping your final course indicates that you do not wish to enroll at UWF at this time. If you are changing your schedule, make sure you stay in at least one course during the drop/add process. If you are unable to drop all of your courses please contact the Office of the Registrar or your academic advisor for assistance. If you are a new admit, please contact Admissions to cancel or move your application.

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](#)

On this page