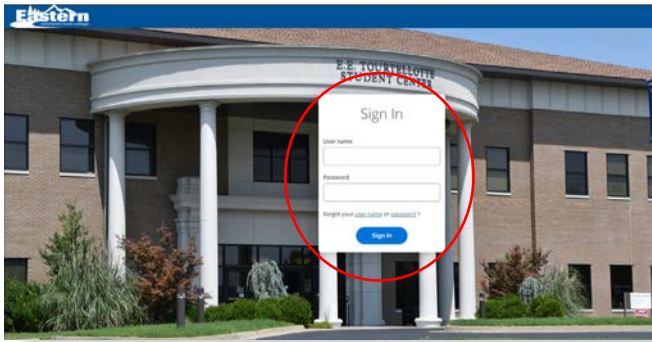
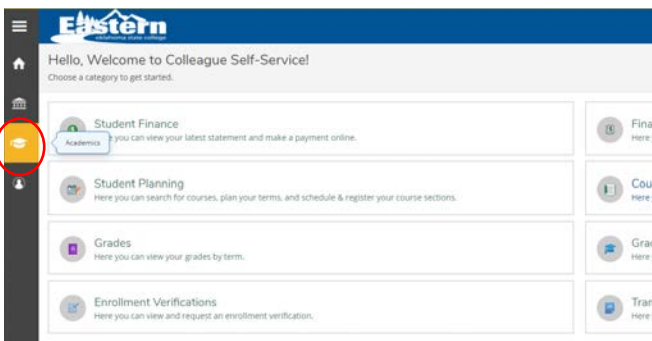


# EOSC SELF SERVICE INSTRUCTIONS - How to Drop a Course

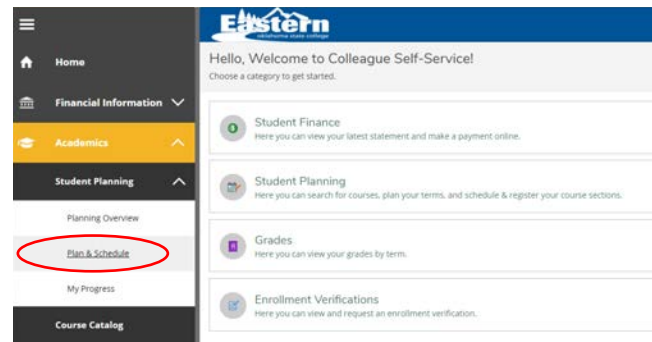
1. Log into Self Service with your username and password.



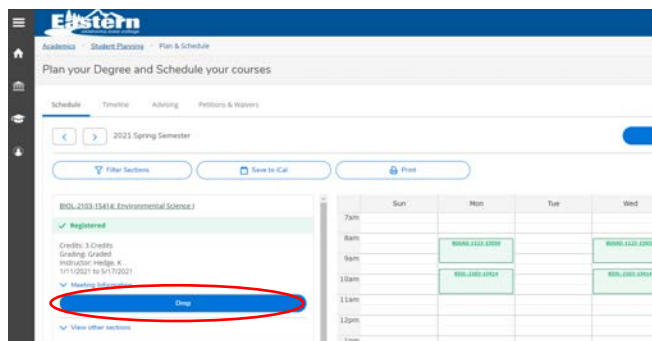
2. Click on the mortar board (graduation hat) on the left. This is the Academics tab.



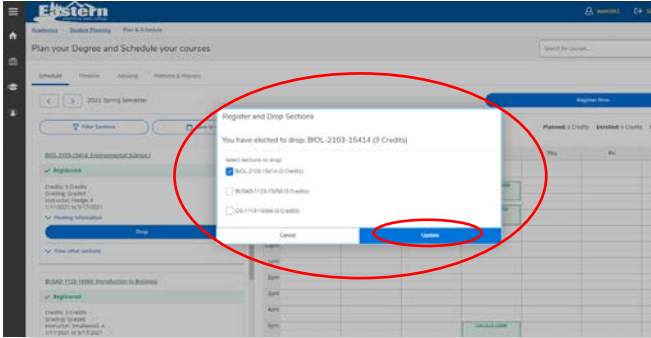
3. Below Academics, select Student Planning then under that click Plan & Schedule.



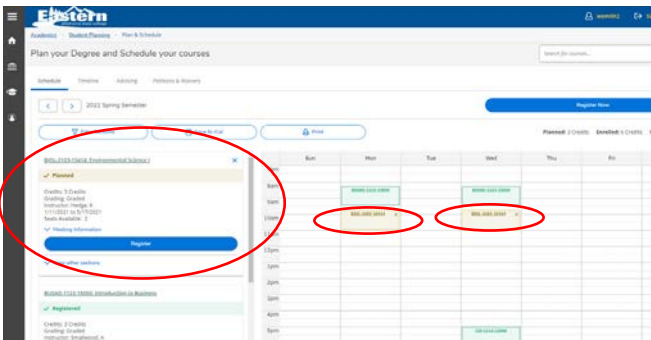
4. The courses you are currently enrolled in are listed to the left, with a prominent Drop button under each one. Click the Drop button under the course you intend to drop.



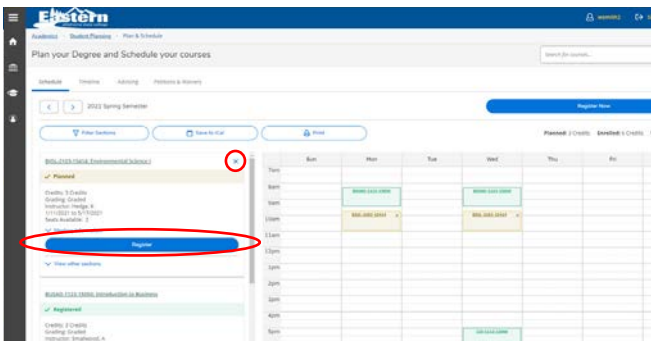
5. After clicking the Drop button, this window appears with all the courses you are currently enrolled in, with a checkmark next to the course you opted to Drop. To finish dropping the course, click Update in the bottom right.



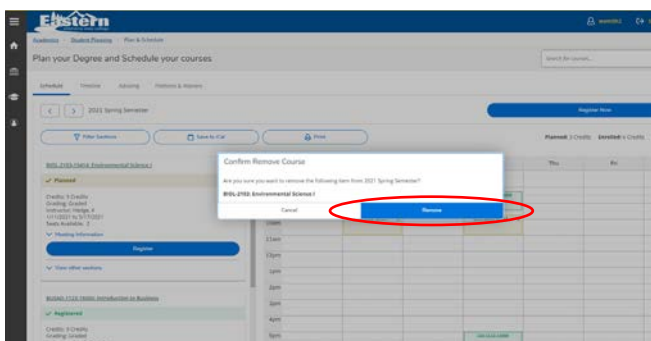
6. Once your schedule updates, the course you just dropped will again be listed in yellow as Planned on the list to the left and in your weekly schedule to the right.



7. Click Register to re-enroll; or click the X in the list to completely remove the course.



8. Confirm you want to remove the course from your schedule by clicking Remove.



Please note students are not able to withdraw from all classes using this process. Full academic withdrawal requires meeting with the Registrar first.