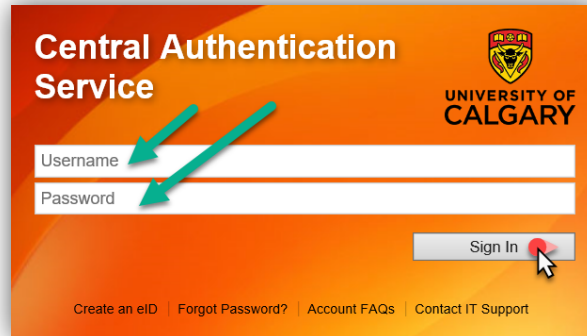


The Drop function is to be used when you wish to remove a class from your schedule. Before dropping courses, please familiarize yourself with the drop/withdrawal deadlines available through the UCalgary Academic Calendar.

Here are some simple steps to help you successfully drop, swap or edit components of courses using the Student Centre:

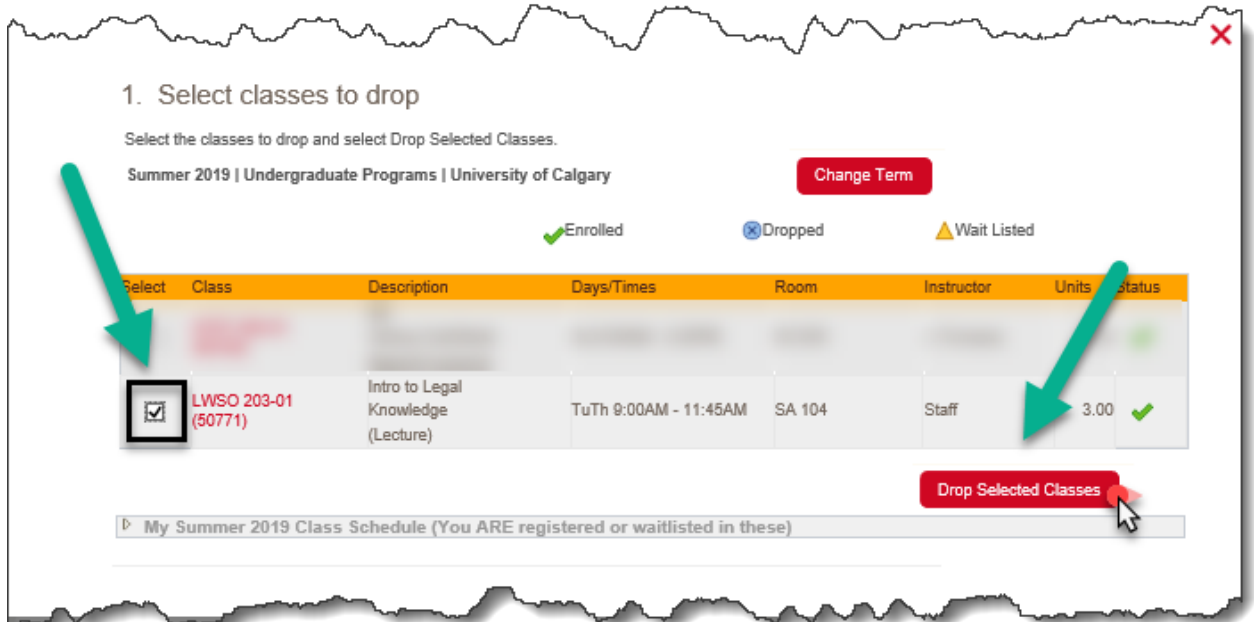
1. Log into the MyUofC portal



2. After logging into the MyUofC portal, on the **Home** page, scroll to the middle of the page, select the appropriate term, and click on the **Drop** button.

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines
LWSO 203 01 (3/GRD)	TBA	SA 104	9:00 AM - 11:45 AM	TTh	

3. Select the class that you wish to drop, and then click on **Drop Selected Classes**.



1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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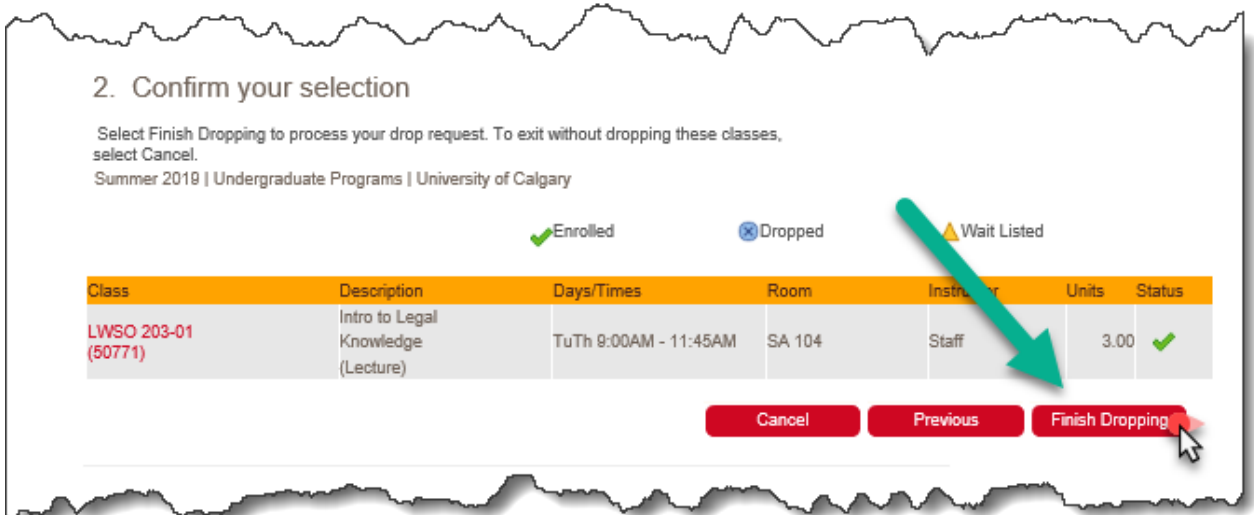
Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	LWSO 203-01 (50771)	Intro to Legal Knowledge (Lecture)	TuTh 9:00AM - 11:45AM	SA 104	Staff	3.00	Enrolled

Drop Selected Classes

My Summer 2019 Class Schedule (You ARE registered or waitlisted in these)

4. Review your selection and ensure that you are certain that you wish to drop the class you have indicated; then click on the **Finish Dropping** button.



2. Confirm your selection

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

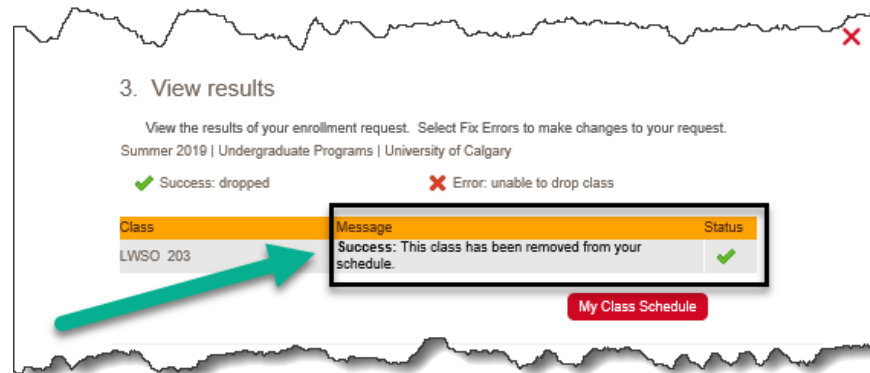
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Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
LWSO 203-01 (50771)	Intro to Legal Knowledge (Lecture)	TuTh 9:00AM - 11:45AM	SA 104	Staff	3.00	Enrolled

Cancel Previous Finish Dropping

- Please be sure to review the result of your attempt to drop to ensure that you were successful in dropping your class.



End of Procedure.