

Registration Step-by-Step: Drop a class

Dropping a Class

NOTES: Before dropping a class, you should understand that any change in the number of credits in which you are enrolled **may affect your financial aid.**

Also be aware that if you drop a class after the published deadline for “Last date to drop with a refund” this transaction will result in a **withdrawal**, NOT a drop.

You may notice that when you select **Drop/withdraw from a class**, a similar screen appears to when you Add a class. There are now tabs on many screens that allow you to access more than one function without returning to the MySPC home page.



Drop Classes



Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Summer Term, 2008-2009 (410)	Undergraduate	St. Petersburg College
<input type="radio"/>	Fall Term, 2009-2010 (415)	Undergraduate	St. Petersburg College


CONTINUE

1. Select a term, if prompted, and click the Continue button:

If you are not asked to choose a term, it means there is currently only one term for which you are eligible to drop classes and you go directly to the drop screen.

2. Select a class to drop from your list of registered classes by checking the box to the left of the class:

 Enrolled
  Dropped



Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	DRV 0503-10 (2094)	Driver Improvement (Lecture)	Sa 8:00AM - 12:00PM	HC-HE177W	S. Ray-Flowers		


DROP SELECTED CLASSES

Click the Drop Selected Classes button to continue.

- Confirm your selection by clicking the Finish Dropping button:



Summer Term, 2008-2009 (410) | Undergraduate | St. Petersburg College


 Enrolled
  Dropped


Class	Description	Days/Times	Room	Instructor	Units	Status
DRV 0503-10 (2094)	Driver Improvement (Lecture)	Sa 8:00AM - 12:00PM	HC-HE177W	S. Ray-Flowers		

CANCEL
 PREVIOUS
 FINISH DROPPING

- Look for the confirmation screen, showing that your class was dropped:

 Success: dropped
  Error: unable to drop class

Class	Message	Status
DRV 0503	Success: This class has been removed from your schedule.	

If a  appears, there was a problem with dropping your class. An error in the message section will detail the problem.