

# Drop a Class

1. To drop a class sign into your Student Center and click on the Enroll link.

The screenshot shows the Student Center interface. The 'Academics' section is expanded, showing a search bar, a 'SEARCH FOR CLASSES' button, and a 'This Week's Schedule' table. The 'Plan' link is highlighted with a blue arrow. The 'Enroll' link is also visible in the top navigation bar.

Class	Schedule
BUSSTAT 207-004 LEC (71342)	TuTh 1:40PM - 2:55PM Business Bldg Rm 207
GENBUS 202-002 LEC (72568)	MoWe 2:40PM - 3:55PM Business Bldg Rm 101
PSYC 101-003 LEC (71001)	MoWeFr 11:40AM - 12:30PM Liberal Arts Bldg Rm 105
SPANISH 101-006 LEC (72099)	MoWeThFr 12:40PM - 1:30PM Education Bldg Rm 320
SPANISH 101-A LAB (71081)	Albertsons Library Rm 144

weekly schedule ▶

**Finances**  
My Account  
Account Inquiry  
Student Financials Home  
make a payment ▶

**Financial Aid**  
View Financial Aid  
Accept/Decline Awards  
Scholarships

other financial... ▶

**Account Summary**  
You owe **2,386.00**.

- Due Now 2,386.00
- Future Due 0.00

\*\* You have a past due balance of 2,336.00. \*\*  
Currency used is US Dollar.

Know your due dates and deadlines! Missing a deadline could be costly. A monthly late fee of 21% per annum (1.75% per month or \$10, whichever is greater) will be assessed at the beginning of the month on past-due balances. Unpaid account balances may be sent to an outside collection agency.

**Enroll**  
SEARCH FOR CLASSES

**Enrollment Dates**  
Enrollment Appointment  
You may begin enrolling for the Spring 2009 Regular Academic Session on September 15, 2008.  
details ▶

**Advisor**  
Program Advisor  
Contact your major department NO CURRENT ADVISOR  
details ▶

2. Select the drop tab.

The screenshot shows the 'Add Classes' interface. The 'Plan' tab is selected, and the 'Drop' sub-tab is highlighted with a blue arrow. The 'Enroll' tab is also visible. The interface includes a search bar, a 'Select Term' section with a table of terms, and a 'CONTINUE' button.

Search Plan Enroll My Academics

my class schedule || add || drop || update/validate || term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Spring 2008	Undergraduate	Boise State University
<input checked="" type="radio"/> Fall 2008	Undergraduate	Boise State University
<input type="radio"/> Spring 2009	Undergraduate	Boise State University

CONTINUE

Search Plan Enroll My Academics

My Class Schedule Add Drop Update/validate Term Information

go to ... ▶

## Drop a Class

3. Select a term.

Search Plan Enroll My Academics  
my class schedule || add || drop || update/validate || term information

### Drop Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Spring 2008	Undergraduate	Boise State University
<input checked="" type="radio"/> Fall 2008	Undergraduate	Boise State University
<input type="radio"/> Spring 2009	Undergraduate	Boise State University

CONTINUE

Search Plan Enroll My Academics  
My Class Schedule Add Drop Update/validate Term Information  
go to ...

4. Check the box next to the class you want to drop then click on the Drop Selected Classes button.

Search Plan Enroll My Academics  
my class schedule || add || drop || update/validate || term information

### Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall 2008 | Undergraduate | Boise State University [change term](#)

Enrolled  Conditional Registration  Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">BUSSTAT 207-004 (71342)</a>	Statistical Tech Dec Making I (Lecture)	TuTh 1:40PM - 2:55PM	Business Bldg Rm 207	V. Gallup	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">GENBUS 202-002 (72568)</a>	The Legal Environ of Business (Lecture)	MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	M. Taylor	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">PSYC 101-003 (71001)</a>	General Psychology (Lecture)	MoWeFr 11:40AM - 12:30PM	Liberal Arts Bldg Rm 106	K. Otter-Henderson	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">SPANISH 101-006 (72095)</a>	Elementary Spanish I (Lecture)	MoWeThFr 12:40PM - 1:30PM	Education Bldg Rm 320	B. Madison	4.00	<input checked="" type="checkbox"/>
	SPANISH 101-A (71081)	Elementary Spanish I (Laboratory)		Albertsons Library Rm 144	F. Cornwall		<input checked="" type="checkbox"/>

DROP SELECTED CLASSES

My Fall 2008 Class Schedule

Search Plan Enroll My Academics  
My Class Schedule Add Drop Update/validate Term Information  
go to ...

# Drop a Class

5. Confirm you are dropping a course and click Continue.

**WARNING! If you drop this class:**

It will remain on your schedule with a Grade of W.

You will be charged for this class and will NOT receive a refund.

You may be required to repay financial aid funds.

Your Satisfactory Academic Progress fin  
Click CANCEL if you want to cancel this transaction.

To proceed with the drop process for this class, click CONTINUE below.

To complete the process you must click SUBMIT on the next page.

Then PRINT your schedule for your records and to confirm that the class has been dropped.

[Continue](#) [Cancel](#)

6. Click on the Finish Dropping button.

Search Plan **Enroll** My Academics

my class schedule || add || drop || update/validate || term information

**Drop Classes** 1 2 3

**2. Confirm your selection**

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

Fall 2008 | Undergraduate | Boise State University

Enrolled  Conditional Registration  Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">BUSSTAT 207-004 (71342)</a>	Statistical Tech Dec Making I (Lecture)	TuTh 1:40PM - 2:55PM	Business Bldg Rm 207	V. Gallup	3.00	<input checked="" type="checkbox"/>

[CANCEL](#) [PREVIOUS](#) [FINISH DROPPING](#)

Search Plan **Enroll** My Academics

[My Class Schedule](#) [Add](#) [Drop](#) [Update/validate](#) [Term Information](#)

go to ...

# Drop a Class

7. View your results. Make sure that the status is successful; a green check mark means success.

Search Plan Enroll My Academics

my class schedule || add || drop || update/validate || term information

### Drop Classes

1 2 3

#### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Fall 2008 | Undergraduate | Boise State University

Success: dropped Error: unable to drop class

Class	Message	Status
BUSSTAT 207	Message: You have been given a grade of W for this class.	Success

MAKE A PAYMENT MY CLASS SCHEDULE

Search Plan Enroll My Academics

My Class Schedule Add Drop Update/validate Term Information

go to ...

# Drop a Class

8. Verify that the class is removed from your class schedule.

The screenshot shows a web interface for managing classes. At the top, there are tabs for Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'update/validate', and 'term information'. The main section is titled 'Add Classes' and includes a step indicator '1'. Below this, there is a section for 'Fall 2008 | Undergraduate | Boise State University' with a 'change term' button. A 'Shopping Cart' section shows 'Your enrollment shopping cart is empty.' Below that, there are options for 'Class Search' and 'My Planner'. The bottom section is titled 'My Fall 2008 Class Schedule' and contains a table of classes. A legend above the table indicates that a green checkmark means 'Enrolled', a green checkmark with a checkmark means 'Conditional Registration', and a blue X means 'Dropped'. The table lists five classes, with the first, third, and fourth classes marked as 'Dropped'.

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">BUSSTAT 207-004 (71342)</a>	Statistical Tech Dec Making I (Lecture)	TuTh 1:40PM - 2:55PM	Business Bldg Rm 207	V. Gallup	3.00	⊗
<a href="#">GENBUS 202-002 (72568)</a>	The Legal Environ of Business (Lecture)	MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	M. Taylor	3.00	✓
<a href="#">GEOS 110-001 (73257)</a>	Intro Geology Lab (Laboratory)		TBA	M. Stoklosa	1.00	⊗
<a href="#">MKTG 497-001 (75118)</a>	Special Topics (Lecture)	TuTh 3:15PM - 4:30PM	Business Bldg Rm 101	L. McGinnis	3.00	⊗
<a href="#">PSYC 101-003 (71001)</a>	General Psychology (Lecture)	MoWeFr 11:40AM - 12:30PM	Liberal Arts Bldg Rm 106	K. Otter- Henderson	3.00	✓