Esalem

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Student Navigation Center

How to: Drop a class

Students may drop classes through the end of the add/drop period. If you choose to drop classes, please refer to the published <u>academic calendar</u> for the add/drop dates for the semester. If you wish to drop a course after the add/drop period, this is called a *withdrawal* and will result in a grade of W being assigned for the class.

1. Log into Navigator.



2. Once at the Student Homepage, click on "Manage Classes".



3. The page should default to the menu option "Class Search and Registration". Select your desired term, then, click "Continue".

< Student Homepage		Enrollm	ent Shopping Cart	
Class Search and Registration	Select a term then se	lect Continue.	Institution	
^	Summer 2019	Undergraduate	Salem State University	
My Weekly Schedule	© Fall 2019	Undergraduate	Salem State University	
Enrollment Dates			Continue	
🚔 Make a Payment	Go to top			
Course Catalog				
Online University Catalog				
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4. Click on the "Drop" link found under the "Search" and "Enroll" tabs.

Manage Classes	5		Enrolin	nent: Add Cl	asses		â
Jenny Student ID:	0900015						
My Class Schedule Add	Drop Swap Term Inform	ation					
Add Classes	<u> </u>						
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5. Check the box next to the class that you would like to drop. Then, click on "Drop Selected Classes".

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6. Review your selection, then, click on the "Finish Dropping" button to complete the action.

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 Read the message to confirm that you have successfully dropped the class, which will be indicated by a green check. If there is a red "X", the class was not successfully dropped.

Shopping Cart	Enrollment: Drop Classes	â
lenny Student ID: 0900015 Search Enroll My Class Schedule Add Drop Sw	ap Term Information	
Drop Classes	E_=_1	
View results View the results of your enrol Fall 2019 Undergraduate Sale Success: drapped	ment request. Select Fix Errors to make changes to your request. m State University	
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ENL 110	Success: This class has been removed from your schedule.	