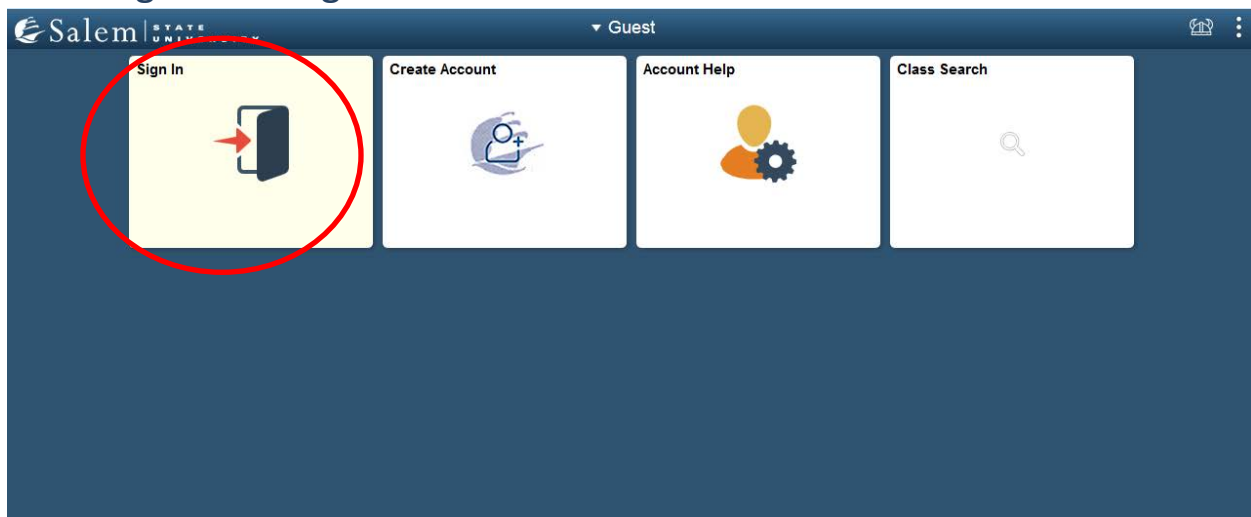


# Student Navigation Center

## 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 academic calendar 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”.

Enrollment Shopping Cart

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Summer 2019	Undergraduate	Salem State University
<input type="radio"/> Fall 2019	Undergraduate	Salem State University

Continue

4. Click on the “Drop” link found under the “Search” and “Enroll” tabs.

Enrollment: Add Classes

Jenny Student ID: 0900015

Search Enroll

My Class Schedule | Add Drop Swap | Term Information

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2019 | Undergraduate | Salem State University

Change Term

Open Closed

Add to Cart

Fall 2019 Shopping Cart

Enter Class Nbr

Enter

Your enrollment shopping cart is empty.

Find Classes

Class Search

Search

My Fall 2019 Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
ENL_110-S1 (1847)	FOUNDATIONS OF WRITING (Lecture)	We 4:30PM - 6:50PM	Meier Hall room 205	L. Smith	3.00	✓

Go to top

5. Check the box next to the class that you would like to drop. Then, click on "Drop Selected Classes".

Shopping Cart Enrollment: Drop Classes

Jenny Student ID: 0900015

Search Enroll

My Class Schedule | Add | Drop | Swap | Term Information

Drop Classes 1 2 3

### 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Fall 2019 | Undergraduate | Salem State University Change Term

Enrolled  Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/> ENL 110-S1 (1847)	FOUNDATIONS OF WRITING (Lecture)	We 4:30PM - 6:50PM	Meier Hall room 205	L. Smith	3.00	✓

Drop Selected Classes

My Fall 2019 Class Schedule

Go to top

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

Shopping Cart Enrollment: Drop Classes

Jenny Student ID: 0900015

Search Enroll

My Class Schedule | Add | Drop | Swap | Term Information

Drop Classes 1 2 3

### 2. Confirm your selection

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

Fall 2019 | Undergraduate | Salem State University

Enrolled  Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
ENL 110-S1 (1847)	FOUNDATIONS OF WRITING (Lecture)	We 4:30PM - 6:50PM	Meier Hall room 205	L. Smith	3.00	✓

Cancel Previous Finish Dropping

Go to top

7. 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

Jenny Student ID: 0900015

Search Enroll

My Class Schedule | Add | Drop | Swap | Term Information

Drop Classes 1 2 3

### 3. View results

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

Fall 2019 | Undergraduate | Salem State University

✓ Success: dropped ✗

Class	Message	Status
ENL 110	Success: This class has been removed from your schedule.	✓

My Class Schedule

Go to top