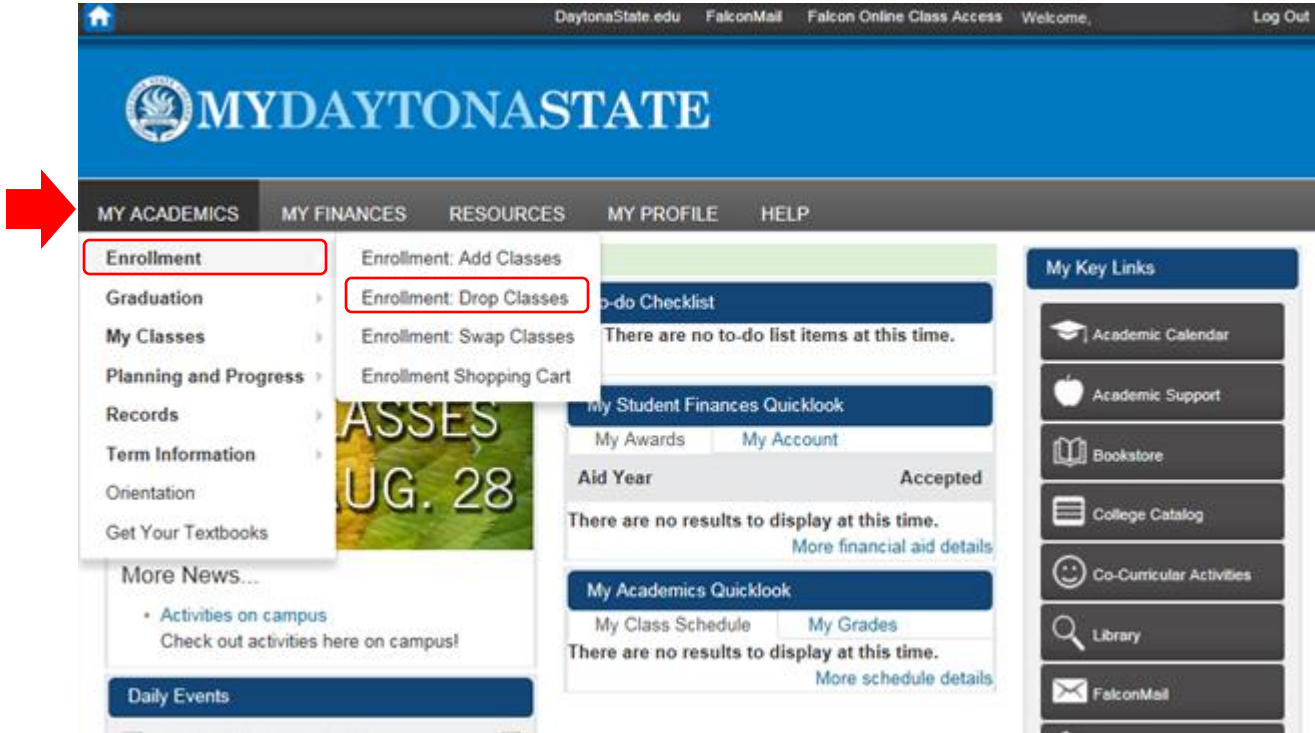




HOW TO DROP A CLASS

1) Select **My Academics>Enrollment>Enrollment: Drop Classes** from the drop down menu on the My.DaytonaState.edu portal.





2) Mark the checkbox next to each class you would like to drop, then select the 'Drop Selected Classes' button to proceed to the next step.

Plan | Enroll | My Academics
my class schedule | add | drop | swap | term information

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Fall 2017 | College Credit Programs | Daytona State College change term

Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ASL 2140-101F (2599)	American Sign Language I (Lecture)	MoWe 8:00AM - 9:50AM	Daytona Davidson (B 340) 113	L. Curley	4.00	✓
<input type="checkbox"/>	ENC 1102-104F (1143)	Writing with Research (Lecture)	TuTh 11:00AM - 12:20PM	Daytona Baker (B 500) 220	S. Offiah-Hawkins	3.00	✓
<input type="checkbox"/>	M&C 1114-301F (1941)	College Trigonometry (Lecture)	TuTh 12:30PM - 1:50PM	Flagler Bldg. 3 204	P. Grau	3.00	✓

Drop Selected Classes

3) Select 'Finish Dropping'.

Plan | Enroll | My Academics
my class schedule | add | drop | swap | term information

Drop Classes

2. Confirm your selection

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

Fall 2017 | College Credit Programs | Daytona State College

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ASL 2140-101F (2599)	American Sign Language I (Lecture)	MoWe 8:00AM - 9:50AM	Daytona Davidson (B 340) 113	L. Curley	4.00	✓

CANCEL
 PREVIOUS
 FINISH DROPPING



4) View Results

Plan	Enroll	My Academics
my class schedule	add	drop
	swap	term information

Drop Classes



3. View results

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

Fall 2017 | College Credit Programs | Daytona State College

✔ Success: dropped ✘ Error: unable to drop class		
Class	Message	Status
ASL 2140	Success: This class has been removed from your schedule.	✔

[MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#)

The 'success' message indicates you are now dropped from the class(es).

*PLEASE NOTE: if you drop a class after the Add/Drop deadline has ended it will instead be considered a "withdrawal."

- Successful drops display with a green check mark.
- If an error displays, you can make any necessary changes and resubmit your request

*Please Note: You can "drop" a class with no financial or grade penalty prior to the end of the Add/Drop period for the term; if you however drop a class after the Add/Drop period has ended, it will instead be considered a "withdrawal" and you will be charged the entire cost of the course, will be issued a "W" letter grade, and it will be considered an attempt. For more detailed information regarding the difference between a Drop and a Withdraw, click [here](#).