### HOW TO DROP A CLASS IN SELF SERVICE

### FIRST GO TO CLICK ON STUDENT PLANNING



## THEN CLICK ON PLAN & SCHEDULE



## CLICK ON DROP BUTTON



# THIS BOX WILL COME UP

	Sun	Mon	Tue	Wed	Thu
Register and Dro	op Sections				
You have elected	to drop: CJS-2040-	153017 (3 Credits)			
Select sections to dro	p: (3 Credits)	Select a reason	lems		
nide	Cancel		Update		
6pm	1				<u>CJS-2040-153017</u>

CHOOSE REASON, THEN CLICK UPDATE