Instructions for Dropping a course after you have Registered

To drop a course you have already registered for, select “Add/Drop Classes” from the Registration menu in MyInfo.

From the Add/Drop Classes menu, select the course under Current Schedule that you wish to drop. Select “Drop on the Web” from the pull down menu, then select “Submit Changes”.

Note: The Last Day to Add courses using MyInfo and CatCourse is the 5th day of the semester. The Last Day to Drop courses using MyInfo is the 10th day of the semester. After these dates, students must submit an Add/Drop form with Instructor and Advisor signatures.
To Add additional courses after registering, return to CatCourse.

In CatCourse, notice the original courses you added are still listed and checked under Courses. To generate new schedules incorporating what you’ve already registered for, you must uncheck courses from this list that you wish to not be included in new schedule generations. You may add new courses as well.

The courses that you’ve already enrolled in appear under Current Schedule. You may uncheck these to generate new schedule options, but you still must drop courses under the Add/Drop menu in MyInfo (see back of this page for instructions).

When ready, click “Generate Schedules”, click “View” on your preferred schedule, then “Sent to Registration Cart”.

Any courses remaining in your Registration Cart that have not been registered appear under Registration Cart. Uncheck these courses if you wish to generate new schedule options.

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