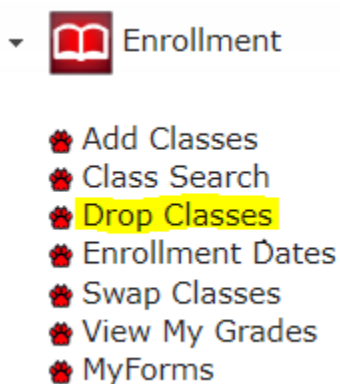


How to Drop a Course

1. Open preferred browser and log into your MyCWU account
2. Click on "Student Tab"



3. Click on Enrollment on the left-hand side and click "Drop Classes"



4. Select the term of the course you would like to drop and press continue

Select Term

| Select a term then select Continue. | | | |
|-------------------------------------|-------------|---------------|-------------------------------|
| | Term | Career | Institution |
| <input type="radio"/> | Summer 2022 | Undergraduate | Central Washington University |
| <input checked="" type="radio"/> | Fall 2022 | Undergraduate | Central Washington University |

5. Select each course that you would like to drop from your schedule by clicking the box on the left then press "Drop Selected Classes" on the bottom right

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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Change Term

| ✓ Enrolled ⊗ Dropped ▲ Wait Listed | | | | | | | |
|--|----------------------|--|------------------------|--------------------------|-------------|-------|--------|
| Select | Class | Click on ICON to find more | Days/Times | Room | Instructor | Units | Status |
| <input type="checkbox"/> | COM 303-A01 (90212) | Online & Social Media Strategy (Lect&Prac) | TBA | Online | S. Ahn | 4.00 | ✓ |
| <input type="checkbox"/> | FIN 370-001 (92518) | Intro Financial Mgt (Lecture) | TuTh 10:00AM - 11:50AM | Shaw Smyser Building 112 | M. Hossain | 5.00 | ✓ |
| <input checked="" type="checkbox"/> | MGT 389-A01 (91282) | Business and Society (Lecture) | TBA | Online | T. Hargrave | 5.00 | ✓ |
| <input type="checkbox"/> | WINE 304-A01 (90618) | Wine Marketing & Branding (Lect&Prac) | TBA | Online | A. Reddout | 4.00 | ✓ |

Drop Selected Classes

6. Ensure that the course(s) listed are the course(s) you would like to drop and press “Finish Dropping”

[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.

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| <div>✓ Enrolled ✕ Dropped ⚠ Wait Listed</div> | | | | | | |
|---|--------------------------------|------------|--------|-------------|-------|--------|
| Class | Description | Days/Times | Room | Instructor | Units | Status |
| MGT 389-A01 (91282) | Business and Society (Lecture) | TBA | Online | T. Hargrave | 5.00 | ✓ |
| <div>Cancel Previous Finish Dropping</div> | | | | | | |

7. If there is a green check mark under “Status,” the course has been dropped successfully. If there is a red X, please email us at cbadvising@cwu.edu for assistance

[Drop Classes](#)

1 2 3

3. View results

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

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[Reserve Info](#)

| <div>✓ Success: dropped ✕ Error: unable to drop class</div> | | |
|--|--|--------|
| Class | Message | Status |
| MGT 389 | Success: This class has been removed from your schedule. | ✓ |
| <div>My Class Schedule</div> | | |