The Drop function is to be used when you wish to remove a class from your schedule. Before dropping courses, please familiarize yourself with the drop/withdrawal deadlines available through the UCalgary Academic Calendar.

Here are some simple steps to help you successfully drop, swap or edit components of courses using the Student Centre:

1. Log into the MyUofC portal

2. After logging into the MyUofC portal, on the Home page, scroll to the middle of the page, select the appropriate term, and click on the Drop button.
3. Select the class that you wish to drop, and then click on Drop Selected Classes.

4. Review your selection and ensure that you are certain that you wish to drop the class you have indicated; then click on the Finish Dropping button.
5. Please be sure to review the result of your attempt to drop to ensure that you were successful in dropping your class.

End of Procedure.