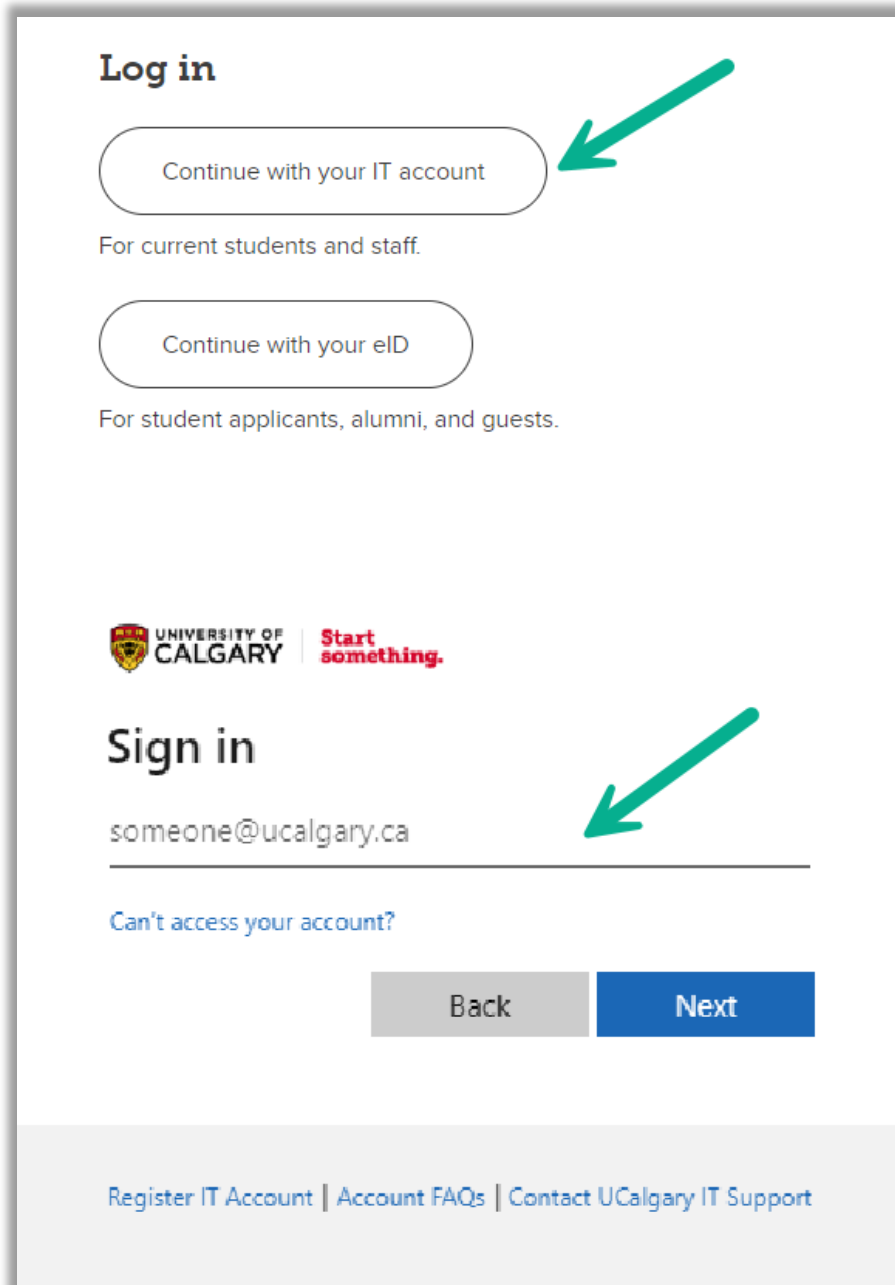


The Drop function is to be used when you wish to remove a class from your schedule. Before dropping courses, please familiarize yourself with the drop/withdrawal deadlines available through the UCalgary Academic Calendar.

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

1. Log onto the MyUofC portal:




Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

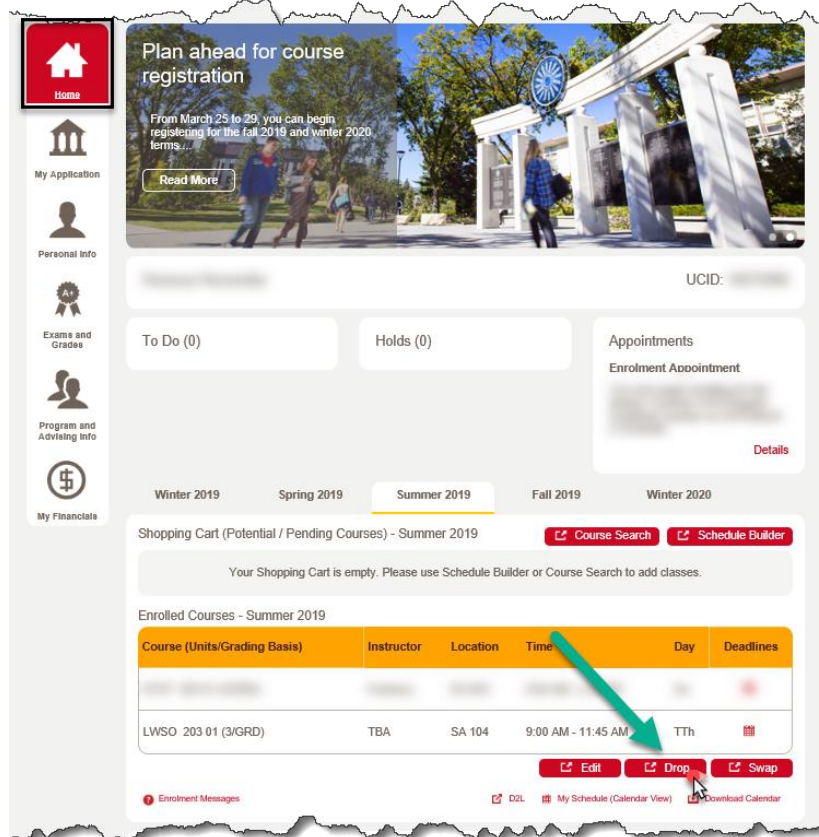
Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

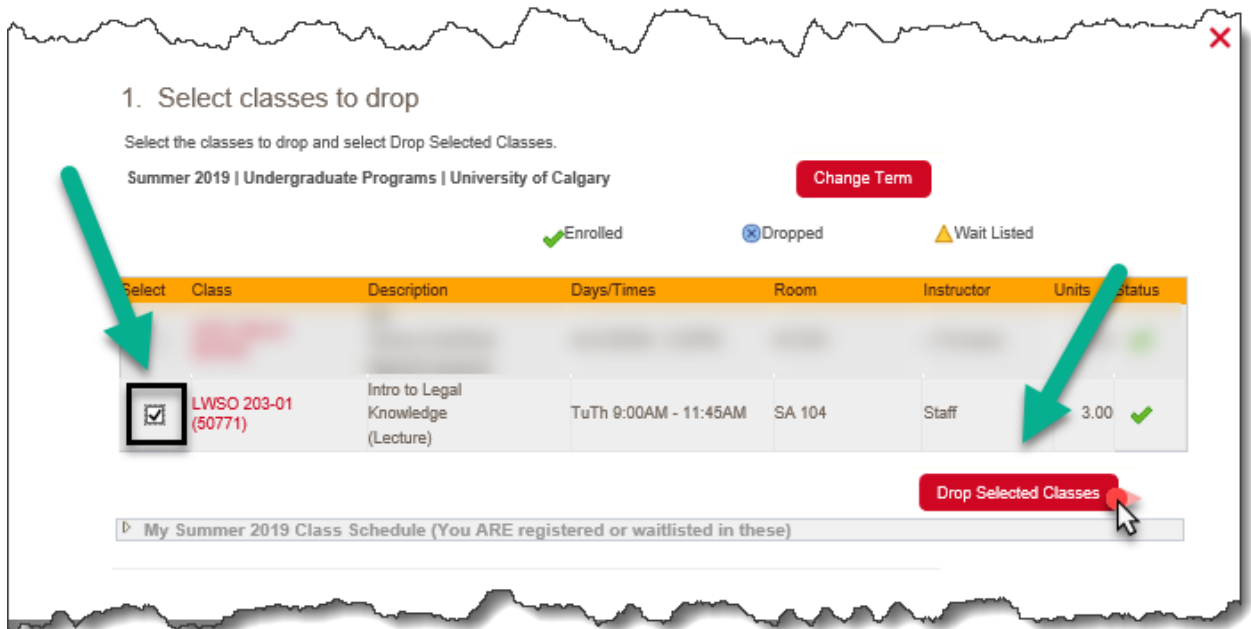
- After logging into the MyUofC portal, on the **Home** page, scroll to the middle of the page, select the appropriate term, and click on the **Drop** button.



The screenshot shows the MyUofC portal Home page. The left sidebar contains navigation icons for Home, My Application, Personal Info, Exams and Grades, Program and Advising Info, and My Financiate. The main content area features a 'Plan ahead for course registration' banner, a 'UCID:' field, and sections for 'To Do (0)', 'Holds (0)', and 'Appointments'. Below these are tabs for academic terms: Winter 2019, Spring 2019, Summer 2019 (selected), Fall 2019, and Winter 2020. A 'Shopping Cart' section indicates it is empty. The 'Enrolled Courses - Summer 2019' table lists one course: LWSO 203 01 (3/GRD) with instructor TBA, location SA 104, and time 9:00 AM - 11:45 AM. A green arrow points to the 'Drop' button in the course's action menu. Other buttons include 'Edit', 'Swap', 'Enrollment Messages', 'DDL', 'My Schedule (Calendar View)', and 'Download Calendar'.

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines
LWSO 203 01 (3/GRD)	TBA	SA 104	9:00 AM - 11:45 AM	TTh	

- Select the class that you wish to drop, and then click on **Drop Selected Classes**.



1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Summer 2019 | Undergraduate Programs | University of Calgary Change Term

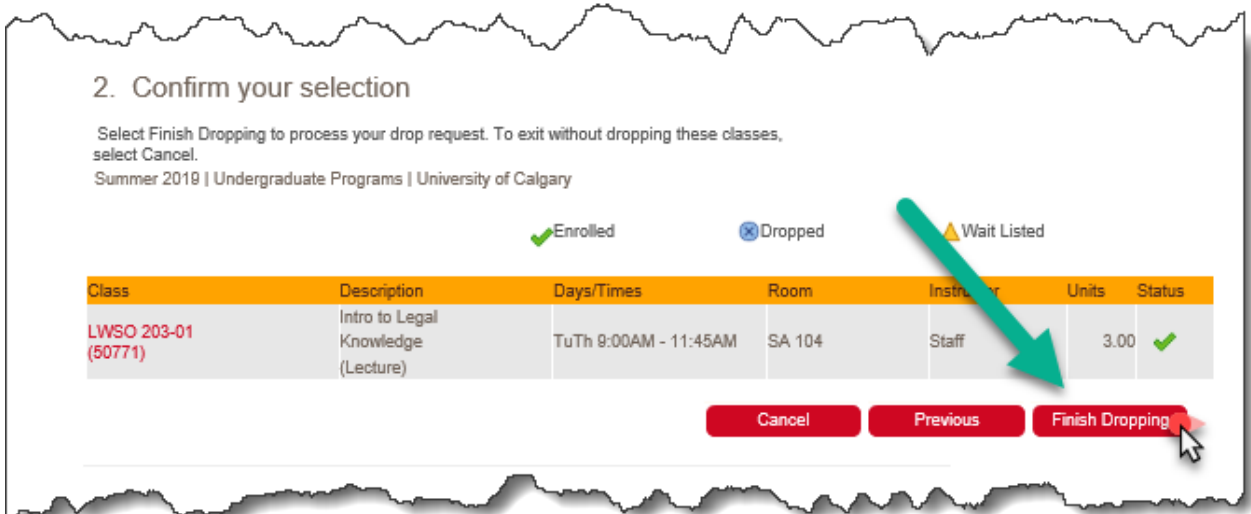
✔ Enrolled
 ✕ Dropped
 ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	LWSO 203-01 (50771)	Intro to Legal Knowledge (Lecture)	TuTh 9:00AM - 11:45AM	SA 104	Staff	3.00	✔

Drop Selected Classes

▶ My Summer 2019 Class Schedule (You ARE registered or waitlisted in these)

- 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.



2. Confirm your selection

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

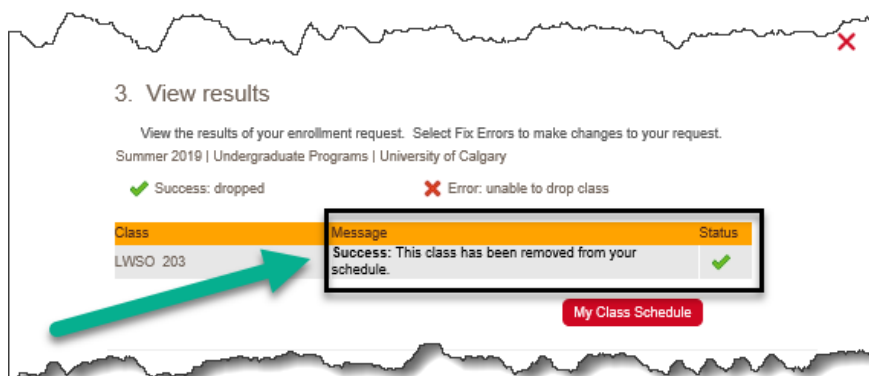
Summer 2019 | Undergraduate Programs | University of Calgary

✔ Enrolled
 ✕ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
LWSO 203-01 (50771)	Intro to Legal Knowledge (Lecture)	TuTh 9:00AM - 11:45AM	SA 104	Staff	3.00	✔

Cancel
 Previous
 Finish Dropping

- 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.