Drop a Class

Once a student has enrolled in classes, changes to the enrollment scheduled may be processed using Student Self Service. This document shows how to drop a class from the enrollment schedule.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>After you sign-in to the MaineStreet Portal, click the <strong>Student Self Service</strong> link and then click the <strong>Student Center</strong> link to open the <strong>Student Center</strong> page. From the Student Center you can access your wish list and/or enroll in classes, drop classes and perform other enrollment activities.</td>
</tr>
</tbody>
</table>
### Step 2
In the *Academics* section of your Student Center, click on the **Enroll** link.

### Step 3
Select the *drop* tab.
Step | Action
--- | ---
4. | If you are active at several of the UMS Institutions, you will see a list of each active **Term/Institution** combinations. In the list, click the Term/Institution for which you want to select class/es to drop.
Step 5. Select the Continue button.
Step 6. On the Select classes to drop page, check the box in the Select column adjacent to each class you wish to drop.

When ready, select the DROP SELECTED CLASSES button.
Drop Classes

2. Confirm your selection

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>On the Confirm your selection page, select the <strong>Finish Dropping</strong> button.</td>
</tr>
</tbody>
</table>
8. To confirm the class/es you dropped are no longer on your class schedule, click the My Class Schedule button.