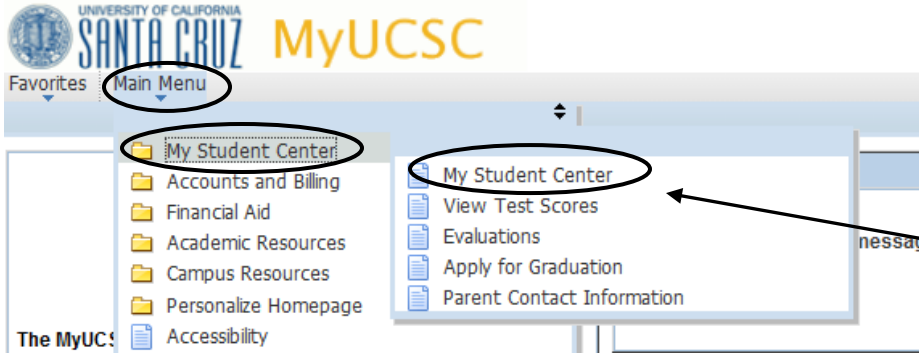


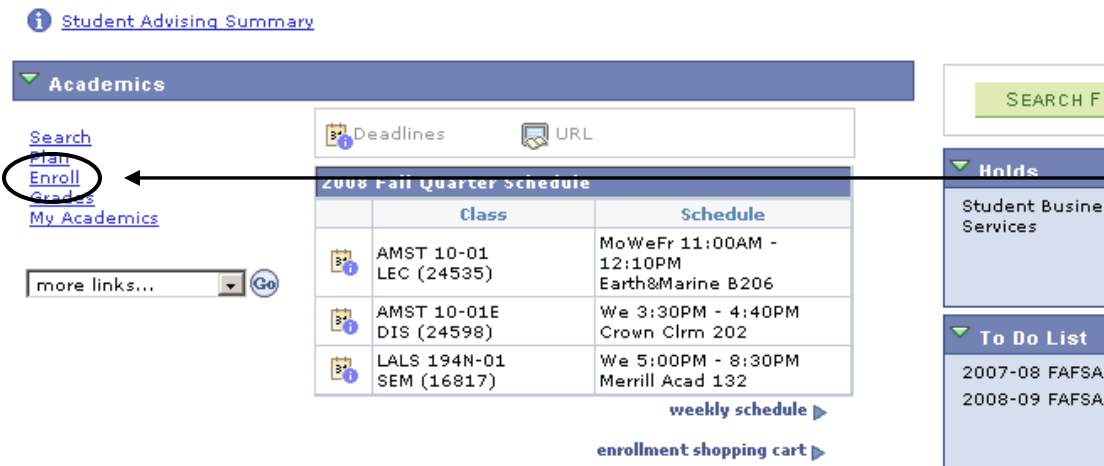
How to Drop a Class

1) Sign into your student portal at my.ucsc.edu



2) Click **Main Menu**, then **My Student Center** folder, then **My Student Center** page

Sammy's Student Center



3) Click **Enroll**

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

Drop Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2008 Summer Quarter	Undergraduate	UC Santa Cruz
<input checked="" type="radio"/>	2008 Fall Quarter	Undergraduate	UC Santa Cruz

4) If there is more than one quarter available, select the quarter in which you are enrolling

CONTINUE

5) Click **Continue**

Search	Plan	Enroll	Grades	My Academics
my class schedule	add	drop	swap	edit
				term information

6) Click **Drop**

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

Open Closed

Add to Cart: 2008 Fall Quarter Shopping Cart

Enter Class Nbr

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2008 Fall Quarter | Undergraduate | UC Santa Cruz [change term](#)

Enrolled Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ART 22-01 (21160)	Intro Elect Intemed (Studio)	TuThSa 9:00AM - 11:45AM	Baskin Paint E102	Staff	5.00	✓
<input checked="" type="checkbox"/>	SOCY 1-01 (20263)	Intro Sociology (Lecture)	MoWe 5:00PM - 6:45PM	Media Theater M110	C. Reinerman	5.00	✓
	SOCY 1-01A (20264)	Intro Sociology (Discussion)	Mo 8:00AM - 9:10AM	Eight Acad 242	Staff		✓

7) Select the class you wish to drop

8) Click **Drop Selected Classes**

[DROP SELECTED CLASSES](#)

Drop Classes

2. Confirm your selection

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

2008 Fall Quarter | Undergraduate | UC Santa Cruz

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
SOCY 1-01 (20263)	Intro Sociology (Lecture)	MoWe 5:00PM - 6:45PM	Media Theater M110	C. Reinerman	5.00	✓
SOCY 1-01A (20264)	Intro Sociology (Discussion)	Mo 8:00AM - 9:10AM	Eight Acad 242	Staff		✓

9) Confirm your selection

10) Click **Finish Dropping**

[CANCEL](#) | [PREVIOUS](#) | [FINISH DROPPING](#)

Drop Classes

3. View results

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

2008 Fall Quarter | Undergraduate | UC Santa Cruz

✔ Success: dropped ✘ Error: unable to drop class		
Class	Message	Status
SOCY 1	Success: This class has been removed from your schedule.	✔

[MY CLASS SCHEDULE](#)

11) Make sure that your Status shows your enrollment transaction was successful (✔)

12) Click My Class Schedule

My Class Schedule

Select Display Option List View Weekly Calendar View

2008 Fall Quarter | Undergraduate | UC Santa Cruz [change term](#)

Show Enrolled Classes
 Show Dropped Classes
 [filter](#)

ART 22 - Intro Elect Intrmed						
Status	Units	Grading	Grade	General Education	Deadlines	
Enrolled	5.00	Graded	A			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
21160	01	Studio	TuThSa 9:00AM - 11:45AM	Baskin Paint E102	Staff	09/25/2008 - 12/05/2008

[Printer Friendly Page](#)

13) Always view your class schedule to double-check that you have dropped the class

14) Print a copy for your own records