Using the Student Center: Dropping a Class

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to Drop a class.

NOTE: If you have a Hold on your account, it may prevent you from performing enrollment actions (adding, dropping, or resigning courses). Check the Holds section on the right side of the Student Center page to determine if you have any holds on your account.

If you have a Hold on your account, you would see a details button. Use the details button to access more information about the Hold and to learn how it can be resolved.

If you try to drop a class, you'll get this error:
Dropping a Class
To drop a class, click on the other academic... dropdown menu list in the Academics section of the page. To proceed click the “Go” button 🔄.

Depending on the semester in which you are dropping your course, you may need to use the Select a term, then click Continue section to select the appropriate term (e.g. Summer or Fall).

You are brought to the Drop Classes: Select Classes to drop page.

From your list of classes, select the class you would like to drop by clicking the Select column box ☑️ to the left of the class. Be sure that you are dropping the correct course.

To proceed click the Drop Selected Classes button.
On the **Drop Classes: Confirm your selection** page, check that you have selected the correct course to drop. If the course is correct, click the **Finish Dropping**

You will be brought to the **Drop Classes: View Results** page. Review the message in the Message section of the page. This message will tell you whether your drop was successful or not.

Click on the **My Class Schedule** button to view the courses that are now on your schedule for the selected term.

To return to the Student Center home page, click on the Student Center link in the breadcrumb links at the top of the page.

This concludes this tutorial.