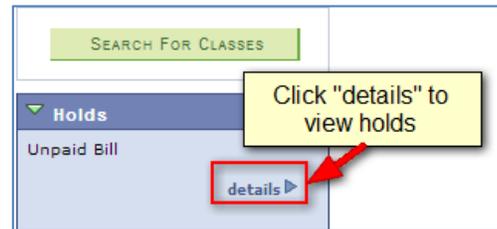




# Using the Student Center: Dropping a Class

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.

Your Holds			
Item List			
Hold Item	Institution	Start Term	End Term
<a href="#">Unpaid Bill</a>	University at Buffalo	Begin Term - Srvc Indicatr Use	

### Your Holds

#### Hold Item

[Unpaid Bill](#)

#### Reason and Contact

**Description:** University at Buffalo  
**Start Term:** Begin Term - Srvc Indicatr Use  
**Start Date:** 05/09/2013  
**Reason:** Past due bal 151+ days  
**Department:** Stu Acad Records & Fin Srvc  
**Contact:**

#### Instructions

You have this hold because you must pay your past due balance. You will be unable to add courses, receive refunds, receive a transcript, produce enrollment verification or receive a diploma until this hold is resolved. In addition, failure to pay this past due balance may result in the account being turned over to a collection agency or the NYS Attorney General. For questions please contact Student Accounts at UBstudentaccounts@buffalo.edu, (716)645-1800 or 232 Capen Hall.

[Return](#)

If you try to drop a class, you'll get this error:

### Drop Classes

1. **Select classes to drop**

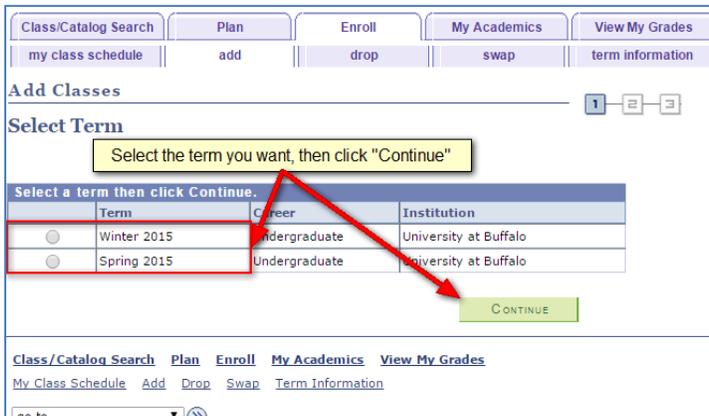
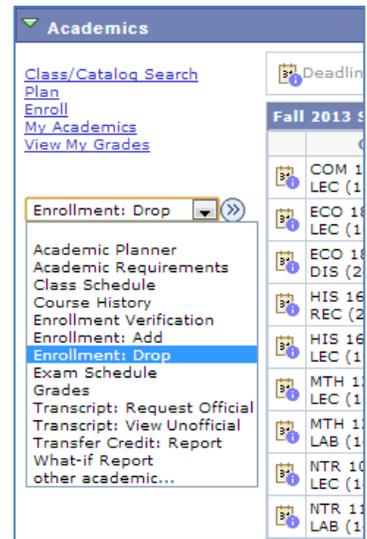
Select the classes to drop and click Drop Selected Classes.

**i** You are not authorized for self service enrollment at this time.

## 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

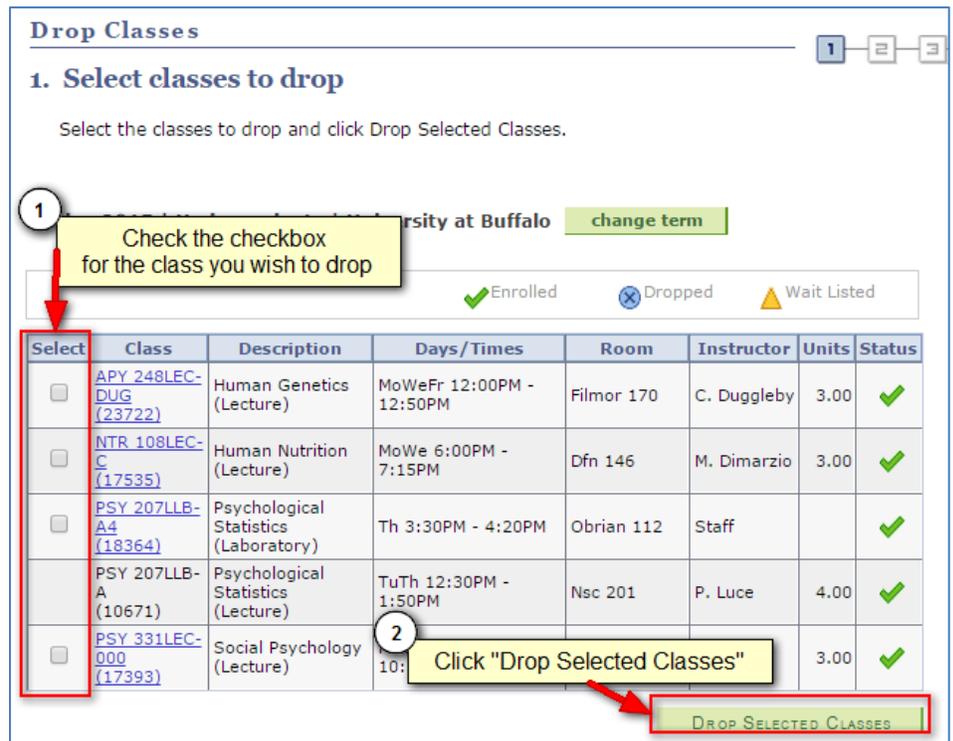
Depending on the semester in which you are dropping your course, you may need to use the **Select a term**, then click **Continue** section to select the appropriate term (e.g. Summer or Fall)



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**

**FINISH DROPPING**

**Drop Classes**

**2. Confirm your selection**

Notice you are on step 2

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

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Enrolled Dropped Wait Listed

Class	Description	Days	Time	Instructor	Units	Status
<a href="#">APY 248LEC-DUG (23722)</a>	Human Genetics (Lecture)	MoWeFr	12:50PM	C. Duggleby	3.00	Enrolled

CANCEL PREVIOUS **FINISH DROPPING**

Click "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.

**Drop Classes**

**3. View results**

Notice you are on Step 3

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

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Success: dropped Error: unable to drop class

Class	Message	Status
APY 248LEC	<b>Success:</b> This class has been removed from your schedule.	Success

**My CLASS SCHEDULE**

Click "My Class Schedule" to view your updated schedule

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

UB

Favorites Main Menu > Self Service > **Student Center**

This concludes this tutorial.