## How to Drop/Withdraw a class via Schedule Builder

## Please follow the steps in the table to drop/withdraw a class.

Step	Action
1	<ul> <li>Log into CUNYfirst: <u>https://home.cunyfirst.cuny.edu</u></li> <li>Go to "Student Center"</li> </ul>
2	Click "Launch Schedule Builder":
	Student Center
	Academics
	My Class Schedule Shopping Cart (i) You are not enrolled in classes.
	My Planner View Grades launch schedule builder
3	Select your semester: Click on <b>Fall 2021</b>
	2021 Fall
	Enrollment Appointment: Regular Academic Session Apr 12, 2021 2:30am to Sep 14, 2021 11:59pm
	Unit Max Total Max No GPA Max Audit Max Wait List Limits 18 18 18 18 18
	Open Enrollment Dates: Seven Week - First Session Sep 13, 2021 Eight Week - Second Session Nov 8, 2021
	Regular Academic Session Sep 15, 2021
4	<ul> <li>1- Check the box next to the course you wish to drop/withdraw from, and</li> <li>2-click on the little recycle bin. 3- To cancel: click on "keep this course"</li> </ul>
	Select Course Advanced Q
	Select Course Advanced Q Search Import My DegreeWorks: PLAN WORKSHEET
	1     English Composition     2       English Composition     2       English Composition     101       Borough of Manhattan CC     101
	Borough of Manhattan CC 101 Borough of Manhattan CC 1389-LEC or 63796-LEC (W: v ) A You have not finished dropping this course.

Step	
5	Click "Get this Schedule" to continue on dropping/withdrawing the class:
	Aug Sep Oct Nov Dec Jan
	ADD PERSONAL TIMES 🗸
	RECOMMEND SAVE AS FAVORITE VALIDATE SHOPPING CART GET THIS SCHEDULE
	PRINT SHARE
6	Click " <b>Do Actions"</b> to finish dropping/withdrawing the class:
	Class     Action     Options     Result       ENG 101     2021 Fall Term: Aug 25 - Dec 21 Regular Academic Session English Composition Wed : 6:00 PM- to 7:40 PM     None
	Borough of Manhattan CC Online 63796 Online- 63796 Synchronous; Seats: Full Online- Wait List: 0/4 Asynchronous Recommendations: 176 : 0 Anchalee Sungkakitkorane 3.0/3.0 Progress Units Course Attributes: English Composition; English Composition Prerequisite: Pass CUNY Reading and Writing test or have English Proficiency Index of 65 and above. Non- Degree Students must seek approval from English
	Department in Room N751.  CANCEL  DO ACTIONS
7	You should get a result of " <b>Dropped</b> ", and in case of withdrawal you will see
	this message: "You have given a grade of W for this class".
	Class Details  Class
	Class Action Options Result
	ENG 101     2021 Fall Term: Aug 25 - Dec 21 Regular Academic Session     None     Dropped       English Composition Wed : 6:00 PM- to 7:40 PM     Borough of Manhattan CC     You have been given a grade of W for this class.       LEC 1805     Enrolled Online 63796     Online Online Wait List: 0/4     Drop
	Recommendations: 176 : 0 Anchalee Sungkakitkorane 3.0/3.0 Progress Units Course Attributes: English Composition; English Composition Prerequisite: Pass CUNY Reading and Writing test or have English Proficiency Index of 65 and above. Non- Degree Students must seek approval from English Department in Room N751.
	RETURN TO 'SELECT COURSES'