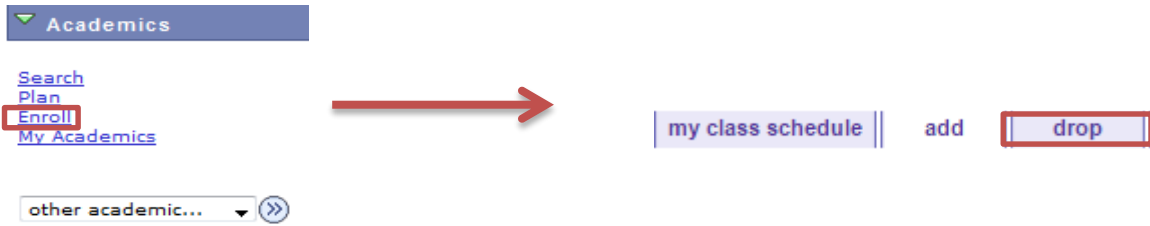


## How to Drop/Withdraw a Class

1. Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Select **HR/Campus Solutions, Self Service** followed by **Student Center**
3. In the **Academics** section, click the **Enroll** link, followed by the **drop** tab



4. Check the box next to the course(s) you wish to drop/withdraw from and select Drop Selected Classes

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✔ Enrolled     
 ✕ Dropped     
 ▲ Wait Listed

| Select                   | Class                                | Description                   | Days/Times                                   | Room                             | Instructor   | Units | Status |
|--------------------------|--------------------------------------|-------------------------------|--|----------------------------------|--------------|-------|--------|
| <input type="checkbox"/> | <a href="#">ART 110-006 (18149)</a>  | Art Survey I (Lecture)        | Th 8:00AM - 9:40AM                           | Fiterman 1010                    | R. Ojo-Ajayi | 2.00  | ✔      |
| <input type="checkbox"/> | <a href="#">BIO 210-07LC (18765)</a> | Biology I (Lecture)           | Mo 12:00PM - 12:50PM<br>Fr 11:00AM - 12:40PM | Main Bldg S714<br>Main Bldg N786 | C. Mata      | 4.00  | ✔      |
| <input type="checkbox"/> | <a href="#">BIO 210-07LB (18766)</a> | Biology I (Laboratory)        | We 11:00AM - 1:45PM                          | Main Bldg N674                   | C. Mata      |       | ✔      |
| <input type="checkbox"/> | <a href="#">ENG 101-208 (84273)</a>  | English Composition (Lecture) | Mo 9:00AM - 10:40AM<br>We 9:00AM - 9:50AM    | Fiterman 704<br>Fiterman 903     | A. Urbanski  | 3.00  | ✔      |
| <input type="checkbox"/> | <a href="#">MAT 206-006 (20743)</a>  | Precalculus (Lecture)         | TuTh 10:00AM - 11:40AM                       | 70 Murray M1207                  | K. Lagrance  | 4.00  | ✔      |

**DROP SELECTED CLASSES**

5. You will be asked to confirm your selection(s). Once confirmed, select Finish Dropping.

**Drop Classes**

**2. Confirm your selection**

Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel.

As of the first day of classes, students who drop below their originally registered credit level may be assessed a tuition penalty based on the effective date of the drop according to CUNY's Tuition Schedule.

Check the Academic Calendar for deadline dates for enrollment and withdrawal requests.

If you are a Financial Aid recipient, check with the Financial Aid Office to learn how your Financial Aid awards may be affected by any changes in enrollment.

International Students - consult with your International Advisor.

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✔ Enrolled     
 ✕ Dropped     
 ▲ Wait Listed

| Class                               | Description            | Days/Times         | Room          | Instructor   | Units | Status |
|-------------------------------------|------------------------|--------------------|---------------|--------------|-------|--------|
| <a href="#">ART 110-006 (18149)</a> | Art Survey I (Lecture) | Th 8:00AM - 9:40AM | Fiterman 1010 | R. Ojo-Ajayi | 2.00  | ✔      |

CANCEL     
 PREVIOUS     
 **FINISH DROPPING**

6. The results of your transaction will be shown.

- a. If there is an error, it will have the ✕ **Error: unable to drop class** next to the course/status.
  - i. [Click here for instructions on how to understand error messages.](#)
- b. If successful, it will have the ✔ **Success: dropped** next to the course/status.
  - i. Students who successfully withdraw from a course, will also receive the following message:

| Message  | Status |
|--|--------|
| <b>Message:</b> You have been given a grade of W for this class. | ✔      |