



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.

SEARCH FOR CLASSES

Holds

- Meningitis Waiver Incomplete
- Admissions Paperwork
- Academic Advising For Reg

details ▶

To Do List

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution

Term

Department

go

Hold Item	Amount	Institution	Start Term	End Term	Start D.
Academic Advising For Reg		USD University at Buffalo	Fall 2011	Fall 2011	07/06/2011
Admissions Paperwork	USD	University at Buffalo	Fall 2011		08/25/2011
Meningitis Waiver Incomplete	USD	University at Buffalo	Fall 2010		03/10/2011

Your Holds

Hold Item

Academic Advising For Reg

Reason and Contact

Description: University at Buffalo

Start Term: Fall 2011

Start Date: 07/06/2011

Reason: See An Academic Advisor UGRD

Department: All Departments

Contact:

Instructions

You must see your Academic Advisor prior to registration. See Advisings locations at <http://advising.buffalo.edu/directory/index.php> to find your program advisor.

Return

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


Drop Classes

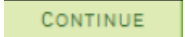
1. Select classes to drop

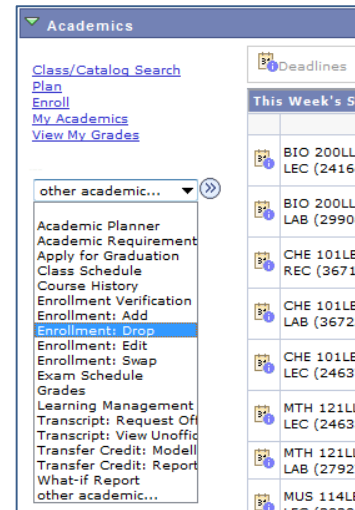
Select the classes to drop and click Drop Selected Classes.

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.

1. Select classes to drop

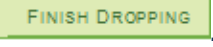
Select the classes to drop and click Drop Selected Classes.

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Enrolled Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BIO 129LAB-L1 (31448)	Perspectives in Human Bio (Laboratory)		Arr Arr	R. Almon	0.50	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BIO 129LEC-ALM (33403)	Perspectives in Human Bio (Lecture)	MoWeFr 10:00AM - 10:50AM	Nsc 225	R. Almon	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ENG 101LEC-F2 (26746)	Writing 1 (Lecture)	MoWeFr 1:00PM - 1:50PM	Clemen 123	J. Marley	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PSY 101LEC-N (29986)	Introductory Psychology (Lecture)	TuTh 12:30PM - 1:50PM	Knox 20	S. Beymer, S. Gabriel Klaiman, A. Markovic, A. Meyer-Berg	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SPA 152LEC-000 (25231)	Intermed Spa 2nd Semester (Lecture)	MoWeFr 9:00AM - 9:50AM	Clemen 108	M. Raguso	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	UBE 101SEM-BF (31003)	University Experience (Seminar)	Th 3:30PM - 4:20PM	Baldy 112	C. Connolly, E. Lidano	1.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	UGC 111LR-D12 (23448)	World Civilization 1 (Recitation)	We 11:00AM - 11:50AM	Obrian 210	Staff		<input checked="" type="checkbox"/>
<input type="checkbox"/>	UGC 111LR-D (23907)	World Civilization 1 (Lecture)	TuTh 9:30AM - 10:20AM	Nsc 225	T. Boyd	3.00	<input checked="" type="checkbox"/>

DROP SELECTED CLASSES

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** .

Drop Classes 1 2 3

2. Confirm your selection

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

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Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
UGC 111LR-D12 (23448)	World Civilization 1 (Recitation)	We 11:00AM - 11:50AM	Obrian 210	Staff		<input checked="" type="checkbox"/>
UGC 111LR-D (23907)	World Civilization 1 (Lecture)	TuTh 9:30AM - 10:20AM	Nsc 225	T. Boyd	3.00	<input checked="" type="checkbox"/>

CANCEL PREVIOUS **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 1 2 3

3. View results

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
UGC 111LR	Message: You have been given a grade of R for this class.	<input checked="" type="checkbox"/>

MY CLASS 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.

 Favorites Main Menu > Self Service > Student Center