



## How to Drop Classes in CUNYfirst

1. Go to [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu) and sign in to CUNYfirst
2. Once on the CUNYfirst homepage, click on **Self Service**.
3. Choose the **Student Center** link from the Self Service drop down. You will now be navigated to your Student Center page.

**Self Service**

- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development
- Recruiting Activities
- Review Transactions
- Student Center**
- Enterprise Learning Management
- HR / Campus Solutions
- firstSolutions Knowledge Base

**John Smith** ID: 23145678

### John's Student Center

**Academics**

Search Plan Enroll My Academics

other academic... >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
	URBST 620-02 LEC (4234)	Mo 6:30PM - 8:30PM Powdermker 115
	URBST 738-01 LEC (5679)	Room: TBA

weekly schedule ▶  
enrollment shopping cart ▶

**Finances**

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Direct Loan Processing Form](#)  
[Supplement Form](#)

other financial... >>

**Account Summary**

**You owe 2,353.25.**

- Due Now 2,353.25
- Future Due 0.00

**\*\* You have a past due balance of 2,353.25. \*\***

Currency used is US Dollar.

make a payment ▶

You may use MasterCard, Discover or American Express credit cards for payment of tuition and fees (we do not accept Visa). Please be aware that, in addition to your tuition and fees, a non-refundable convenience fee will be charged to your credit card account when choosing the credit card payment option. This fee amount will be 2.65% of the total amount of your bill charged to your credit card, and will appear as a separate charge on your credit card bill.

SEARCH FOR CLASSES

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

**CUNY Websites**  
[CUNY Home](#)  
[TIPPS](#)

**Academic Advisement**  
[Transcript Ordering](#)  
[Advising Report \(DegreeAudit\)](#)

**Other Links**  
[TuitionPay Payment Plan](#)  
[FAFSA](#)



4. To drop classes, click on the **other academic** dropdown and select **Enrollment: Drop**.

The screenshot shows the CUNYfirst Student Center for John Smith (ID: 23145678). The 'Academics' section is active, displaying 'This Week's Schedule' with two classes: URBST 620-02 LEC (4234) and URBST 738-01 LEC (5679). A dropdown menu is open under 'other academic...', with 'Enrollment: Drop' highlighted. Other options include Academic Planner, Apply for Graduation, Class Schedule, Course History, Enrollment Verification, Enrollment: Add, Enrollment: Edit, Enrollment: Swap, Exam Schedule, Grades, Transcript: View Unofficial, and Transfer Credit: Report. The interface also shows a 'SEARCH FOR CLASSES' button, 'Holds' (No Holds), 'To Do List' (No To Do's), 'Enrollment Dates' (Open Enrollment Dates), and 'Advisor' (None Assigned). A balance of \$2,353.25 is shown at the bottom.

5. Click on the double arrow next to Enrollment: Drop to proceed.

This screenshot is identical to the previous one, but with a red box highlighting the double arrow button next to the 'Enrollment: Drop' option in the dropdown menu.



- Here you will be able to view all of the courses you have registered for. Select any of the classes you wish to drop and then click on **Drop Selected Classes**.

Search      Plan      Enroll      My Academics

my class schedule   add   drop   swap   edit   term information   law exam numbers

### Drop Classes

1 2 3

#### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

**2012 Fall Term | Graduate | Queens College**

Enrolled     Dropped     Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">URBST 620-02 (4234)</a>	URBAN RSCH WRIT (Lecture)	Mo 6:30PM - 8:30PM	Powdermker 115	D. Davis	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">URBST 738-01 (5679)</a>	DISEASE & PUB POLICY (Lecture)		TBA	W. Muraskin	3.00	<input checked="" type="checkbox"/>

**DROP SELECTED CLASSES**



- You will be navigated to another page where you will be asked to confirm your selection. Please make sure you read this page carefully before selecting **Finish Dropping**.

Search	Plan	Enroll	My Academics			
my class schedule	add	drop	swap	edit	term information	law exam numbers

## 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.

2012 Fall Term | Graduate | Queens College

✓ Enrolled    ⊗ Dropped    ▲ Wait Listed						
Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">URBST 620-01 (3962)</a>	URBAN RSCH WRIT (Lecture)	TBA	TBA	Staff	3.00	⊗
<a href="#">URBST 620-02 (4234)</a>	URBAN RSCH WRIT (Lecture)	Mo 6:30PM - 8:30PM	Powdermker 115	D. Davis	3.00	✓

CANCEL    PREVIOUS    **FINISH DROPPING**

Your class has now been dropped from your Class Schedule.