



**DARE TO DO MORE**

Community College

## Drop Classes

1 – To begin, click on **Self Service**.



PERSONALIZE CONTENT LAYOUT Thu, Jul 19, 12 12:20 PM

### ENTERPRISE MENU

- ▶ **Self Service**
- [HR / Campus Solutions](#)
- [firstSolutions Knowledge Base](#)

Click Here

2- Click on **Student Center**.



- Self Service
- **Student Center**
- [HR / Campus Solutions](#)
- [firstSolutions Knowledge Base](#)

### Main Menu >

#### Self Service

Navigate to your self service information and activities.

#### Student Center

Use the student center to manage school related activities.

Click Here

# LaGuardia Community College

31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

3- On **Student Center** page, click the **Enroll** link.

**Student Center**

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**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic... >>

Deadlines URL

**This Week's Schedule**

	Class	Schedule
	BTM 101-05 LEC (44287)	Mo 9:15AM - 11:30AM Room: TBA Th 9:15AM - 11:30AM Room: TBA We 9:15AM - 11:30AM Room: TBA
	ENG 102-30 LEC (45831)	Mo 5:45PM - 9:05PM Room: TBA We 5:45PM - 9:05PM Room: TBA

[weekly schedule](#) ▶  
[enrollment shopping cart](#) ▶

4- Click the **Drop** sub tab below. Then select the desired term and click **Continue**.

Search    Plan    Enroll    My Academics

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

**Drop Classes** 1 2 3

**Select Term**

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2012 Spring Term	Undergraduate LaGuardia CC	LaGuardia Community College
<input checked="" type="radio"/>	2012 Fall Term	Undergraduate LaGuardia CC	LaGuardia Community College

[CONTINUE](#)

5- In the **Select** column, click the checkbox next to each class to be dropped. Click **Drop Selected Classes**.

✔ Enrolled    ✘ Dropped    ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">ARTH 101-2 (2153)</a>	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	✔
<input type="checkbox"/>	<a href="#">BUS 247-02 (1538)</a>	BUSINESS ECON (Lecture)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	✔

➔ **Click Here**    DROP SELECTED CLASSES

6- Review the information on the **Confirm your selection** page, then Click the **Finish Dropping** button to drop the selected classes. A page will then display, confirming that classes have been dropped.

## Drop Classes

1 2 3

### 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.

✔ Enrolled    ✘ Dropped    ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ARTH 101-2 (2153)</a>	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	✔

CANCEL    PREVIOUS    FINISH DROPPING
➔ **Click Here**