

Banner Student Self Service

Dropping a Class

Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop down box in the Action column. Click in the drop down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a course before school starts, the “Web Drop” will be the option you see to drop the course (you will not be charged for the course).

If you are dropping a course after classes have started, the “Web Withdrawn Course ” will be the option you see to drop the course. This means that you can drop the course but you forfeit the money you paid for it.

You will only be able to withdraw/drop from a course during the time period designated by your institution.

The screenshot displays the Banner Student Self Service interface. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). Below this is the 'Register for Classes' section, which includes tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is active, showing a search criteria form with fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. Below the search form is a 'Class Schedule for Spring 2021' table with columns for days of the week and time slots (12am to 5am). To the right of the schedule is a 'Summary' table with columns for Title, Details, Hou, CRN, Schedule Typ, Status, and Action. The 'Action' column contains a dropdown menu that is open, showing options: 'None', 'None', and 'Web Withdrawn Course'. The 'Web Withdrawn Course' option is highlighted. At the bottom of the summary table, there is a 'Total Hours' summary: 'Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 19'. A 'Submit' button is located at the bottom right of the interface.

Title	Details	Hou	CRN	Schedule Typ	Status	Action
ART APPRECIATION	ART 100, 0	3	20097	Online	Registered	None
FUND OF ORAL C...	SPH 106, 0	3	20183	Online	Registered	None
HUMAN GROWTH...	PSY 210, 0	3	20178	Online	Registered	Web Withdrawn Course