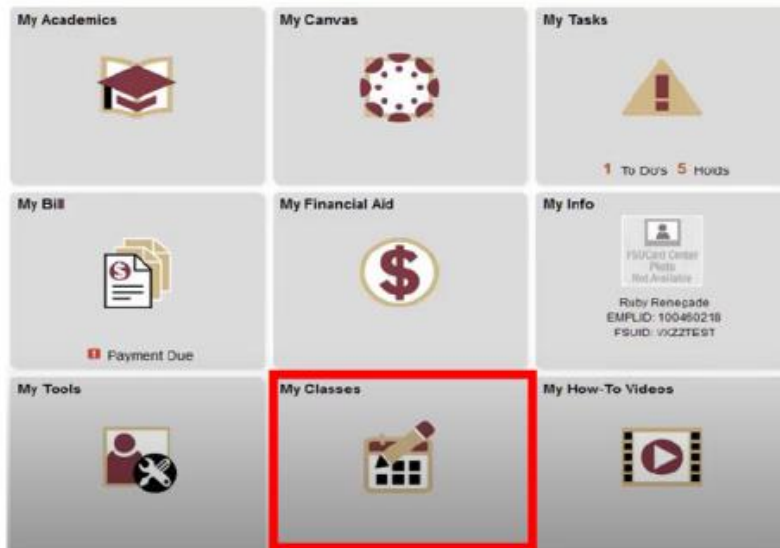


How to drop a course AFTER the drop/add deadline for FSU Students

Instructions on how to process/generate course drop in Student Central (**please do not skip step #5**):

1. Log in to my.fsu.edu and click on the SC icon.
2. click on my classes.



3. Click on Enrollment Drop Classes.

The screenshot shows the 'My Classes' page for Ruby Rengade, EMPLID: 100460216. The page has a dark red header with a back arrow and the text 'FSU Student Homepage' and 'My Classes'. Below the header, the user's name is displayed. A left sidebar contains several menu items: My Class Schedule, Enrollment Dates, Class Search, Enrollment: Add Classes, Enrollment: Drop Classes (highlighted with a red border), Enrollment: Edit a Class, Enrollment: Swap Classes, My Planner, Browse Course Catalog, and Schedule Assistant. The main content area is titled 'My Class Schedule' and contains the instruction 'Select a term then select Continue.' Below this is a table with columns for Term, Career, and Institution. The table lists two options: 2018 Summer Undergraduate Florida State University and 2018 Fall Undergraduate Florida State University. A 'Continue' button is located below the table.

Term	Career	Institution
<input type="radio"/> 2018 Summer	Undergraduate	Florida State University
<input type="radio"/> 2018 Fall	Undergraduate	Florida State University

4. Click on the term and click continue

The screenshot shows the 'My Classes' page for Ruby Renegade. The 'Drop Classes' section is active, and the user is prompted to 'Select Term'. A table lists two terms: '2018 Summer' and '2018 Fall'. The '2018 Fall' term is selected, indicated by a red box around the radio button. Below the table, a 'Continue' button is also highlighted with a red box.

Term	Career	Institution
<input type="radio"/> 2018 Summer	Undergraduate	Florida State University
<input checked="" type="radio"/> 2018 Fall	Undergraduate	Florida State University

Continue

5. Click on the link 'Click here to drop a class for a closed enrollment term'.

The screenshot shows the 'My Classes' page for Ruby Renegade. The 'Drop Classes' section is active, and the user is prompted to 'Click here to Drop a class for a closed enrollment term'. Below this, a table lists classes for the 2018 Fall enrollment request.

Click here to Drop a class for a closed enrollment term

Select the classes to drop and select Drop Selected Classes.

2018 Fall | Undergraduate | Florida State University **Change Term**

Enrolled Dropped

2018 Fall Enrollment Request

Select	Class	Description	Days/Times	Room	Instruct
<input type="checkbox"/>	ECO 2023-0001 (2102)	PRIN OF MICROECON (Lecture)	TuTh 9:30AM - 10:45AM	HCB 0101	J. Calhoun
<input type="checkbox"/>	LAT 1120-0002 (4321)	BEGINNING LATIN I (Lecture)	MoTuWeTh 11:15AM - 12:05PM	MCH 0301	A. Stephens
<input type="checkbox"/>	MMC 2000-0001 (5174)	INTRO TO MASS MEDIA (Lecture)	MoWeFr 9:05AM - 9:55AM	UCD D1101	Staff
<input type="checkbox"/>	SPN 1121-0026 (12019)	ELEMENTARY SPN II (Lecture)	MoWeFr 2:30PM - 3:20PM	DF 0226	Staff

6. Read the statement under Drop tool-Instructions and click continue.

The screenshot shows the 'My Classes' page for a student named Ruby Renegade. The left sidebar contains navigation options such as 'My Class Schedule', 'Enrollment Dates', 'Class Search', 'Enrollment: Add Classes', 'Enrollment: Drop Classes', 'Enrollment: Edit a Class', 'Enrollment: Swap Classes', 'My Planner', 'Browse Course Catalog', and 'Schedule Assistant'. The main content area is titled 'Drop tool' and contains an 'Instructions' box. The instructions state: 'If registration for the term you wish to petition for a drop is still open, go to your Student Center by clicking cancel and under the Enroll tab, click Drop or Swap. The following may NOT be made using this tool: - Adding a course, - Swapping courses, - Dropping all courses. As a reminder, students are FEE LIABLE for all courses dropped with this tool. Course drop petitions that do not require any additional approval will be processed upon submission. If approvals are required, you will be prompted to print a form with the list of signatures you will be required to collect and present to the Registrar's Office for prior processing.' At the bottom of the instructions box are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red rectangular box.

7. Read the statement under Drop tool - Academic Honor Policy Statement and click continue.

The screenshot shows the 'My Classes' page for the same student. The left sidebar is identical to the previous screenshot. The main content area is titled 'Drop tool' and contains an 'Academic Honor Policy Statement' box. The statement reads: 'I understand that any drop(s) approved may affect insurance coverage(health and auto), housing, financial aid, repeat course surcharge, and graduation. I also understand that this drop may affect my status with regard to the academic map established for my major and may seriously affect my progress in my intended major. I have read and understand the Florida State University Academic Honor Policy and i am aware that if academic dishonesty charges are filed against me for this course that course will be reinstated on my schedule.' Below the statement is a link that says 'View Academic Honor Policy Statement'. At the bottom of the statement box are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red rectangular box.

8. Click the term and click continue.

The screenshot shows the 'My Classes' page for Ruby Renegade, EMPLID: 100460218. The page has a sidebar on the left with navigation options: My Class Schedule, Enrollment Dates, Class Search, Enrollment: Add Classes, Enrollment: Drop Classes (highlighted), Enrollment: Edit a Class, Enrollment: Swap Classes, My Planner, Browse Course Catalog, and Schedule Assistant. The main content area displays a table of classes with columns for Term, Class, Description, Days/Times, Room, Instructor, Units, and Status. The '2017 Fall' row is selected, and a 'Continue' button is highlighted at the bottom right.

Term	Class	Description	Days/Times	Room	Instructor	Units	Status
2015 Fall							
2016 Spring							
2016 Summer							
2016 Fall							
2017 Spring							
2017 Summer							
2017 Fall							
2018 Spring							
2018 Summer							
2018 Fall							
2019 Spring							

9. Click the course(s) you want to drop and click Drop Selected Classes.

The screenshot shows the 'My Classes' page for Ruby Renegade, EMPLID: 100460218. The page has a sidebar on the left with navigation options: My Class Schedule, Enrollment Dates, Class Search, Enrollment: Add Classes, Enrollment: Drop Classes (highlighted), Enrollment: Edit a Class, Enrollment: Swap Classes, My Planner, Browse Course Catalog, and Schedule Assistant. The main content area displays a table of classes with columns for Select, Class, Description, Days/Times, Room, Instructor, Units, and Status. The '2017 Fall' row is selected, and a 'Drop Selected Classes' button is highlighted at the bottom right.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	FSU 0001-0031 (15915)	FSU EVENT-SPC & SCH (Other)	MoWeFr 2:00AM - 2:50AM	TBA	Staff		✓
<input type="checkbox"/>	FSU 0001-0031 (15915)	FSU EVENT-SPC & SCH (Other)	MoWeFr 2:00AM - 2:50AM	TBA	Staff		✓
<input type="checkbox"/>	FSU 0001-0034 (16011)	FSU EVENT-SPC & SCH (Other)	MoWeFr 3:00AM - 3:50AM	TBA	Staff		✓
<input type="checkbox"/>	FSU 0001-0034 (16011)	FSU EVENT-SPC & SCH (Other)	MoWeFr 3:00AM - 3:50AM	TBA	Staff		✓

10. Follow the rest of the instructions to finish your drop process or to generate a form for signature approval.

11. If you are asked to generate a course drop form >> generate the form and email it to advising@pc.fsu.edu.