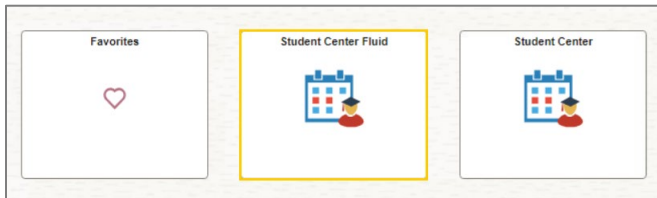
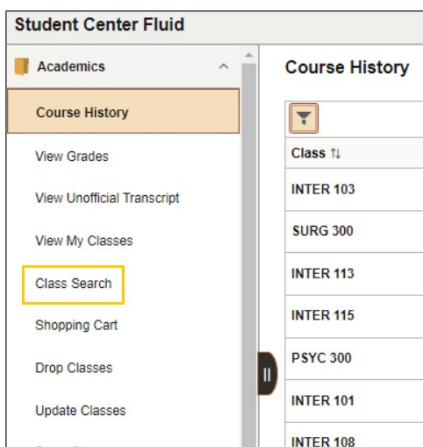


Class Search - Drop a Class

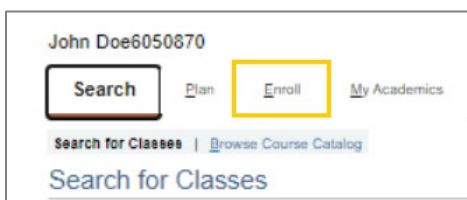
1. Click the **Student Center Fluid** tile.



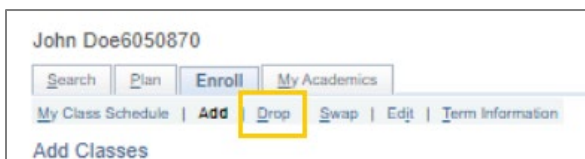
2. Click the **Class Search** link from the menu options on the left.



3. Click the **Enroll** link.



4. Click the **Drop** tab.



5. Click the **Select** box for the class you wish to drop. Click the **Drop Selected Classes** button.

John Doe6050870

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Spring-Shreveport 2024 | Medicine, Shreveport | LSUHSC - Shreveport

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ERMED 400-0001 (11198)	CLINICAL TOXICOLOGY (Course Req)	TBA	TBA	To be Announced	0.20	✓
<input type="checkbox"/>	FVMD 300-0009 (11182)	FAMILY MEDICINE (Clinical)	TBA	TBA	To be Announced	4.00	✓
<input checked="" type="checkbox"/>	INTER 109-0001 (11200)	CRANIAL AND NEUROANATOMY (Course Req)	TBA	TBA	To be Announced	6.00	✓
<input type="checkbox"/>	MEDIP 300-0003 (11108)	MEDICINE (Clinical)	TBA	TBA	To be Announced	12.00	✓

Drop Selected Classes

My Spring-Shreveport 2024 Class Schedule

6. Verify the class you selected is the one displayed. Click the **Finish Dropping** button.

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Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Drop Classes 1 2 3

2. Confirm your selection

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

Spring-Shreveport 2024 | Medicine, Shreveport | LSUHSC - Shreveport

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
INTER 109-0001 (11200)	CRANIAL AND NEUROANATOMY (Course Req)	TBA	TBA	To be Announced	6.00	✓

Cancel Previous **Finish Dropping**

7. Review the message to the right of the class designation. A green check in the Status column indicated the drop was successful.

John Doe6050870

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

Spring-Shreveport 2024 | Medicine, Shreveport | LSUHSC - Shreveport

Success: dropped Error: unable to drop class

Class	Message	Status
FVMD 300	Message: This class has been dropped and a penalty grade has been assigned.	✓
	Message: You have been given a grade of F for this class.	✓
MEDIP 300	Message: This class has been dropped and a penalty grade has been assigned.	✓
	Message: You have been given a grade of F for this class.	✓

My Class Schedule

This completes the *Class Search – Drop a Class* job aid.