

Q. I want to drop a class. How do I do that?

- Go to zzsis.wsu.edu and sign in. You can make changes from the Student Center by clicking on Enroll or by using the drop down option. Choose 'Enrollment Drop'.

The screenshot shows the 'Academics' section of a web application. On the left, there is a search bar with the text 'other academic...' and a 'GO' button. Below the search bar is a dropdown menu with the following options: Academic Planner, Academic Requirements, Apply for Graduation, Class Schedule, Course History, Enrollment Verification, Enrollment: Add, **Enrollment: Drop** (highlighted with a red circle), Enrollment: Edit, Enrollment: Swap, Exam Schedule, Grades, Learning Management Sys, Transcript: Request Official, Transcript: View Unofficial, Transfer Credit: Modelling, Transfer Credit: Report, What-if Report, and other academic... On the right, there is a '2012 Fall Semester Schedule' table with columns for 'Class' and 'Schedule'. The table lists several courses including ASTRONOM 135-01, ASTRONOM 135-05L, COM 499-01, ENGLISH 101-01, MATH 108-01, PSYCH 265-01, and SOC 101-03. At the bottom right, there are links for 'weekly schedule' and 'enrollment shopping cart'.

- Dropping a course will take three steps. The first is to select the course that you want to drop by clicking on the box to the left of the course. Once you choose "Drop Selected Classes", you'll be taken to the next step.

The screenshot shows the 'Drop Classes' page. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below the tabs are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'drop' button is highlighted with a red circle. Below the navigation is the heading 'Drop Classes' and a list of actions: 1. Select classes to drop. Below this is the instruction 'Select the classes to drop and click Drop Selected Classes.' The main content area is titled '2012 Fall Semester | Undergraduate | Washington State University'. It features a table with columns: Select, Class, Description, Days/Times, Room, Instructor, Units, and Status. The table lists several courses, with the 'MATH 108-01 (5276)' row having a checked checkbox in the 'Select' column. Below the table is a 'Drop Selected Classes' button. At the bottom, there is a search bar with the text 'go to ...' and a 'GO' button.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ASTRONOM 135-01 (6176)	Astronomy (Lecture)	MoWeFr 9:10AM - 10:00AM	Webster Phys Sci Bldg 16	Staff	4.00	✓
<input type="checkbox"/>	ASTRONOM 135-05L (19896)	Astronomy (Laboratory)	Th 2:50PM - 4:40PM	Webster Phys Sci Bldg 249	Staff		✓
<input type="checkbox"/>	ENGLISH 101-01 (3659)	Introductory Writing (Lecture)		TBA	Staff	3.00	✓
<input checked="" type="checkbox"/>	MATH 108-01 (5276)	Trigonometry (Lecture)	TuTh 1:25PM - 2:15PM	Cleveland Hall 30W	Staff	2.00	✓
<input type="checkbox"/>	SOC 101-03 (20656)	Intro to Sociology (Lecture)	MoWeFr 1:10PM - 2:00PM	Phys Ed Bldg136	Staff	3.00	✓

- At the Confirm you Selection page, you'll be able to make sure that you are dropping the course that you want to drop.

Drop Classes

2. Confirm your selection

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

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Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 108-01 (5276)	Trigonometry (Lecture)	TuTh 1:25PM - 2:15PM	Cleveland Hall 30W	Staff	2.00	<input checked="" type="checkbox"/>

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

[My Class Schedule](#)
[Add](#)
[Drop](#)
[Swap](#)
[Edit](#)
[Term Information](#)

- The final page lets you review the results – you should get a “Success” message when your drop is processed. Note that you can return to “My Class Schedule” once your drop is completed, or you can choose any of the other tabs at the top of the page to navigate to where you want to go.

Drop Classes

3. View results

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

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Success: dropped
 Error: unable to drop class

Class	Message	Status
MATH 108	Success: This class has been removed from your schedule.	<input checked="" type="checkbox"/>