



Dropping a Class

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Contact Information

[Your Current Address](#)
2566 Simpson Trail Court
London ON Canada N6A 1K8

[Admissions Application Address](#)
1111 Mustang Way
London ON Canada N6G 5B8

[Your Current Telephone Number](#)
519 6612111
Ext 88888

[University Provided E-mail](#)
reginfos@uwo.ca

Admissions

▲ Incomplete ✓ Admitted ● Accepted Offer ✗ Not Offered Admission

My Applications

Undergraduate	Main Campus - Faculty of Arts and Humanities	W 2017	Applied
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Academics

Planning

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[Enroll in Classes](#)
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[View My Intent To Register](#)
[Search for Courses](#)
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[Graduate Change of Status](#)

My Academics

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Documentation

[Transcripts](#)
[Web Academic Report](#)
[Official Western Letters](#)
[Graduate Thesis Repository](#)
[Graduate Student Regulations](#)
[My SAO Form](#)

Holds

U.W.O. - Fees Office
Western ONECard
[details▶](#)

To Do List

No To Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2017 Fall/Winter Fall/Winter Regular Session on 2017 June 1.
[details▶](#)

Advisor

Program Advisor
None Assigned

Western Links

[WesternOne Card Photo Upload](#)
[Student Development Centre](#)
[Graduate Studies Fees Info](#)
[OWL](#)
[Academic Calendars](#)
[Draft My Schedule](#)

Figure 2.1

I) Under Academics select **Enroll in Classes** (see Figure 2.1).

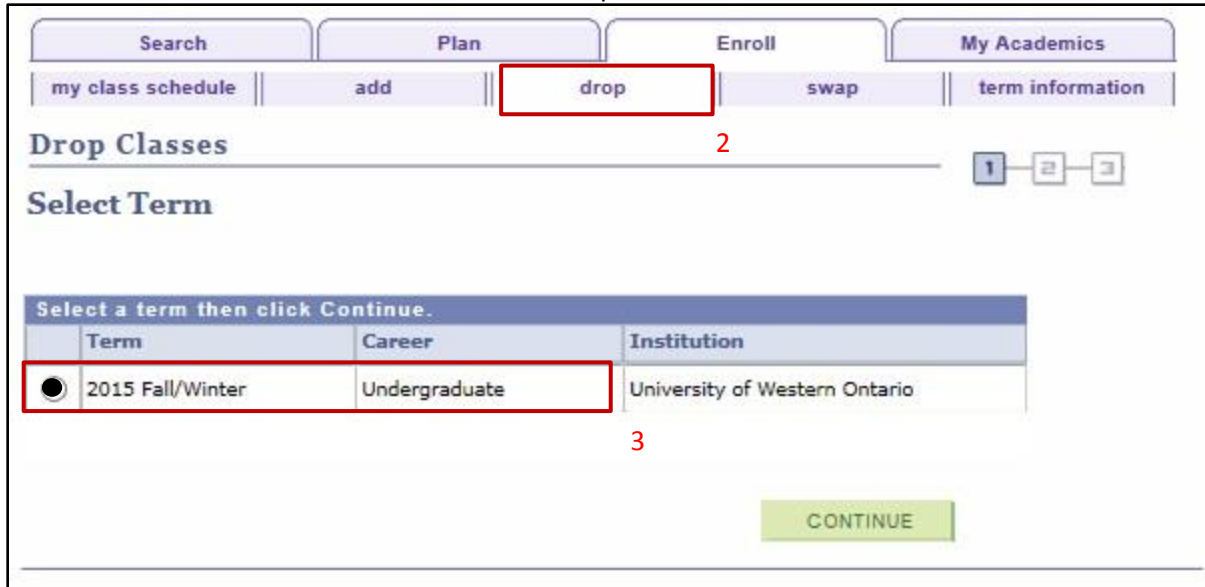


Figure 2.2

- 2) Select the **Drop** tab (see Figure 2.2).
- 3) Select the term in which the course is that you wish to drop the class for and then select **Continue**.

Note: Depending on the time of the year, you may have more than one available term to select.

Depending on the time of the year, you may not be able to drop a course online. If this is the case, consult with your Academic Counsellor.

Search Plan Enroll My Academics
 my class schedule add drop swap term information

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2015 Fall/Winter | Undergraduate | University of Western Ontario [change term](#)

Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Topic	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Biology 1002B-002 (4019)	BIOLOGY FOR SCIENCE II (Lecture)		TuTh 10:30AM - 11:30AM	North Campus Building Rm 101	M. Dcccgm, G. Dcgdmaa	0.50	✓
	Biology 1002B-008 (4024)	BIOLOGY FOR SCIENCE II (Laboratory)		Fr 9:30AM - 12:30PM	North Campus Building Rm 310			✓
<input type="checkbox"/>	Chemistry 2213A-002 (1389)	ORGANIC CHEMISTRY (Lecture)		MoWeFr 1:30PM - 2:30PM	Natural Sciences Centre Rm 145	D. Dcggmg	0.50	✓
	Chemistry 2213A-011 (1390)	ORGANIC CHEMISTRY (Laboratory)		Mo 9:30AM - 12:30PM	TBA			✓
<input type="checkbox"/>	English 1020E-001 (1466)	UNDERSTANDING LITERATURE TODAY (Lecture)		MoWe 11:30AM - 12:30PM	Arts & Humanities Bldg Rm 2B04	M. Caca	1.00	✓

[DROP SELECTED CLASSES](#)

My 2015 Fall/Winter Class Schedule

Figure 2.3

4) Select the check box next to the class you wish to drop.

Note: The row directly under the chosen class does not have a check box because it is a Tutorial, Lab, or Exam component. This component will automatically be dropped when the class is dropped.

5) Click **Drop Selected Classes** (see Figure 2.3)

Note: You can drop multiple classes at once.

Search Plan Enroll My Academics

my class schedule add drop swap term information

Drop Classes

1 2 3

2. Confirm your selection

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

2015 Fall/Winter | Undergraduate | University of Western Ontario

Enrolled
 Dropped
 Wait Listed

Class	Description	Topic	Days/Times	Room	Instructor	Units	Status
Biology 1002B-002 (4019)	BIOLOGY FOR SCIENCE II (Lecture)		TuTh 10:30AM - 11:30AM	North Campus Building Rm 101	M. Dcccgm, G. Dcgdmaa	0.50	✓
Biology 1002B-008 (4024)	BIOLOGY FOR SCIENCE II (Laboratory)		Fr 9:30AM - 12:30PM	North Campus Building Rm 310			✓

CANCEL PREVIOUS **FINISH DROPPING** 7

Figure 2.4

6) Confirm that you have selected the correct class to drop.

If you did not select the correct course(s), click the **Previous** button to change your selection(s). You can click the **Cancel** button to leave the Drop Classes area.

7) If this is the correct course(s) to drop, select **Finish Dropping** (see Figure 2.4).

The screenshot shows a web interface for dropping classes. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The main heading is 'Drop Classes' with a progress indicator showing steps 1, 2, and 3. The current step is '3. View results'. Below this, there is a message: 'View the results of your enrollment request. Click Fix Errors to make changes to your request.' The context is '2015 Fall/Winter | Undergraduate | University of Western Ontario'. A summary bar shows a green checkmark for 'Success: dropped' and a red 'x' for 'Error: unable to drop class'. A table below lists the results:

Class	Message	Status
Biology 1002B	Success: This class has been removed from your schedule.	✓

At the bottom right, there is a button labeled 'MY CLASS SCHEDULE'.

Figure 2.5

If you have successfully dropped the course(s), under the **Status** heading you will see a green checkmark. If there is a red 'x' you will see an error message under the **Message** heading (see Figure 2.5).

Select the **My Class Schedule** button to see your updated class schedule (see Figure 2.6).

The End