

The *Drop function* can be used when you no longer wish to proceed in a course. Using this function:

- **Before the Drop Deadline** will have the course(s) removed from your permanent record/transcript and you will not be required to pay fees for the course(s),
- After the Drop Deadline will have the withdrawal recorded (W grade) on your permanent record/transcript and you will not receive a fee refund.

Before dropping courses, please familiarize yourself with the drop/withdrawal deadlines available through the <u>UCalgary Academic Calendar</u>.

Here are some simple steps to help you successfully drop or withdraw courses using the Student Centre:

1. Log onto the MyUofC portal:

Continue with	your IT account	
For current students	and staff.	
Continue with	your elD	
For student applican	nts, alumni, and guests.	
👼 calgary Sign in	Start something.	
Sign in	Start something. gary.ca	
Sign in someone@ucal	Start something. gary.ca	
Sign in someone@ucal	Start gary.ca d ccount? Back	Next
Sign in someone@ucal	Start something. gary.ca ccount? Back	Next



2. After logging into the MyUofC portal, on the **Home** page, scroll to the middle of the page, select the appropriate term, and click the **Drop** button.

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٩	Winter 2019	Spring 2019	Summe	er 2019	Fall 2019	Wint	ter 2020	
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	Your	Shopping Cart is er	npty. Please use	e Schedule Buil	lder or Course Se	arch to add cla	asses.	
	Enrolled Courses - S	Summer 2019						
	Course (Units/Gradi	ng Basis)	Instructor	Location	Time		Day	Deadlines
			-	-	-			
	LWSO 203 01 (3/GR	D)	TBA	SA 104	9:00 AM - 11:4	5 AM	TTh	
	Enrolment Messages	~~~		8	D2L 🟥 My Schedu	le (Calendar View)	Drop	C Swap

3. Select the class that you wish to drop/withdraw, and then click on **Drop Selected Classes.**

Select the classes to drop a Summer 2019 Undergrad	and select Drop Selected Cl duate Programs Universi	asses. ity of Calgary	Change	Term	
		✓Enrolled (Dropped	▲ Wait Listed	
Select Class	Description	Days/Times	Room	Instructor	Units Statu:
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LWSO 203-01 (50771)	Intro to Legal Knowledge (Lecture)	TuTh 9:00AM - 11:45AM	SA 104	Staff	3.00 🖌
				Drop Selected	Classes



4. Review your selection and ensure that you are certain that you wish to drop or withdraw the class you have indicated; then click on the **Finish Dropping** button.



5. Please be sure to review the result of your attempt to drop to ensure that you were successful in dropping your class.



End of Procedure.