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 UCalgary Academic Calendar.

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

1.	Log onto the MyUofC portal:
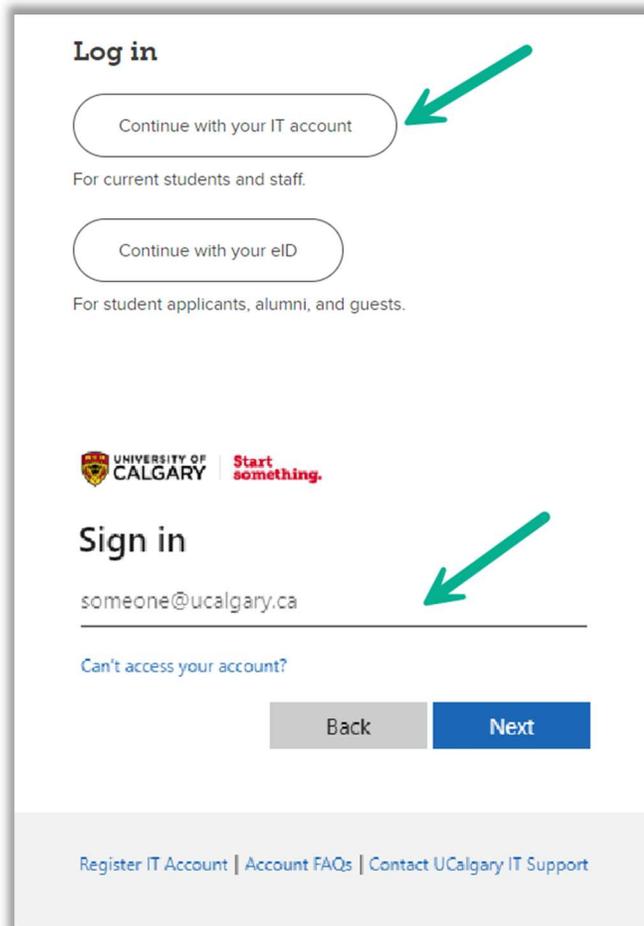
2. After logging into the MyUofC portal, on the **Home** page, scroll to the middle of the page, select the appropriate term, and click the **Drop** button.
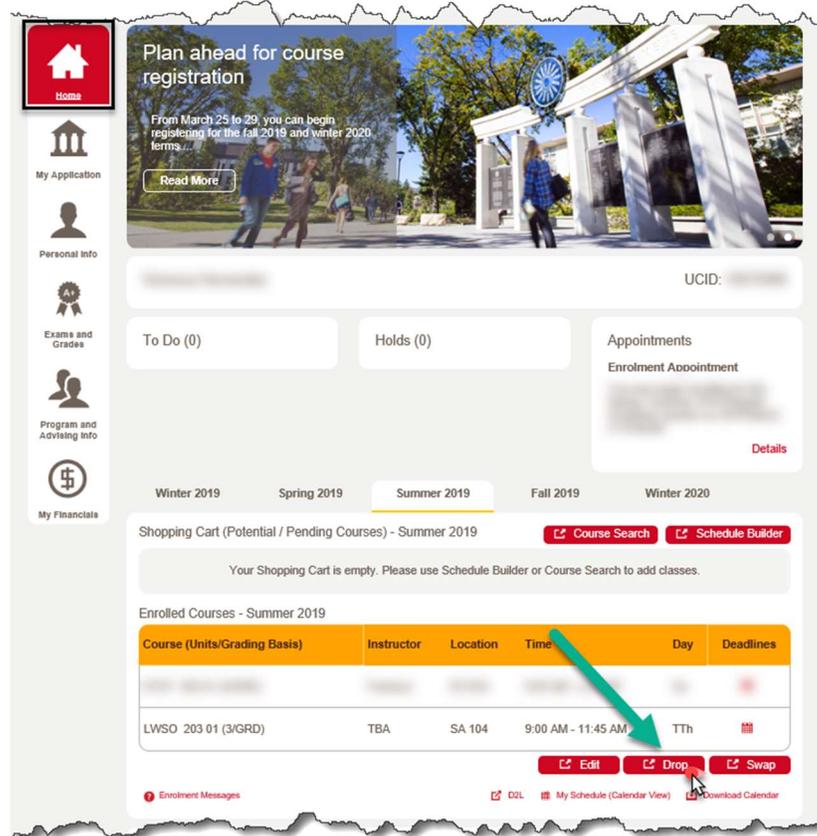
3. Select the class that you wish to drop/withdraw, and then click on **Drop Selected Classes.**
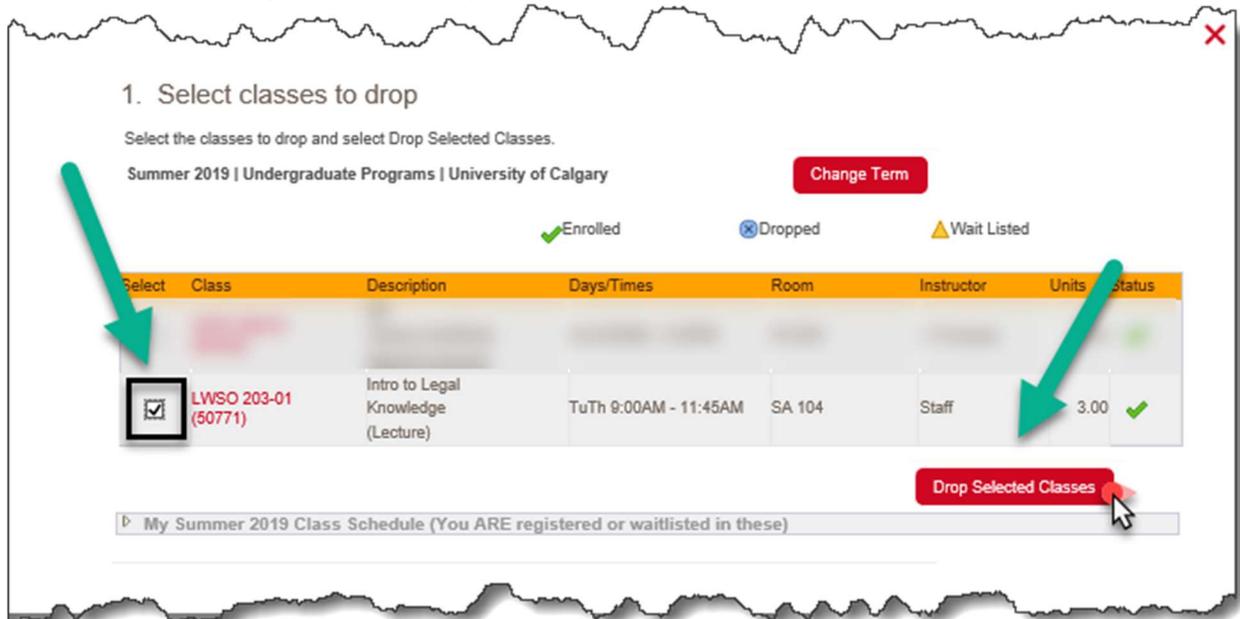
4.   Review your selection and ensure that you are certain that you wish to drop or withdraw the class you have indicated; then click on the **Finish Dropping** button.
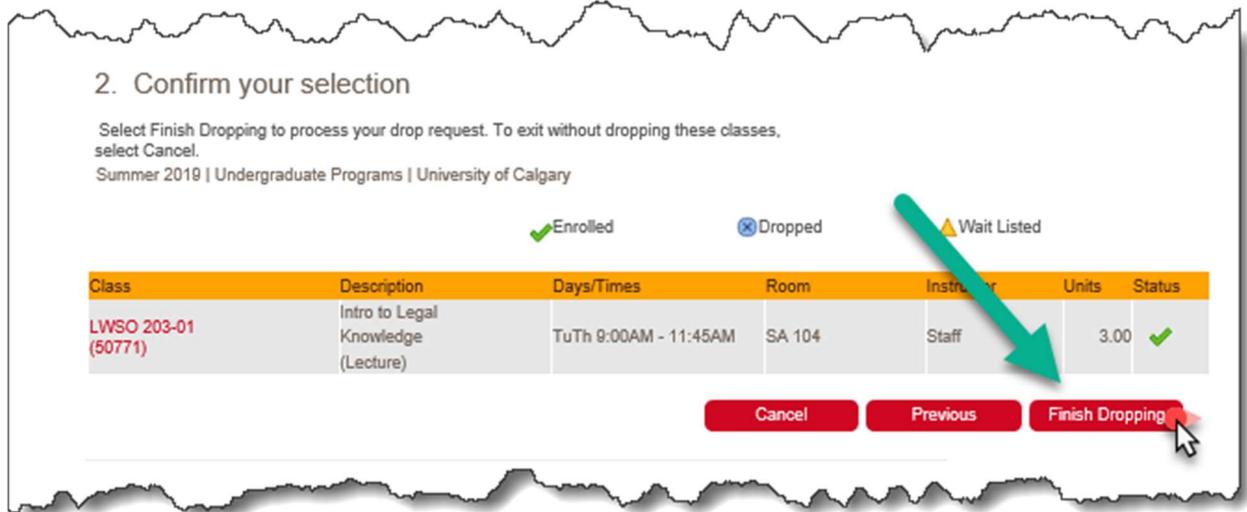
5.   Please be sure to review the result of your attempt to drop to ensure that you were successful in dropping your class.

End of Procedure.