STUDENT PLANNING

DROPPING A COURSE

This handout will show the step-by-step process on how to drop a course using the Student Planning module of CWI's Online Self-Service program.

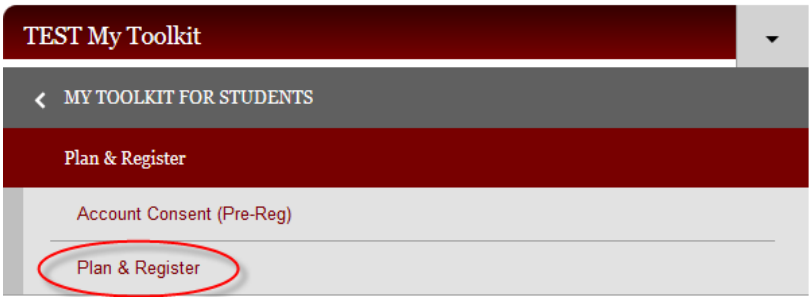
**Note: If we are beyond the 10th day of class you will not be able to drop all courses on your own. You must complete a Withdrawal Form, for assistance with withdrawing from courses please speak to a One Stop Student Service Representative.*

NOTE: IF YOU ARE AN INTERNATIONAL STUDENT, STUDENT ON ACADEMIC SUSPENSION, OR A STUDENT RECEIVING VA BENEFITS YOU MAY NOT BE ABLE TO DROP COURSES ONLINE, IN ADDITION, DROPPING COURSES MAY AFFECT YOUR STATUS. IT IS HIGHLY RECOMMEND THAT YOU CONTACT YOUR ADVISOR OR COORDINATOR BEFORE ATTEMPTING TO DROP CLASSES.

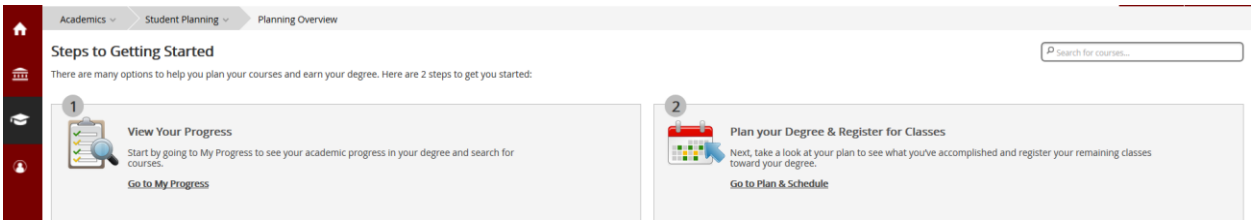
Log into your myCWI account – click on "My Toolkit for Students"

Click on "Plan & Register"

Click on "Plan & Register" one more time.



This will take you to the Academics home page.



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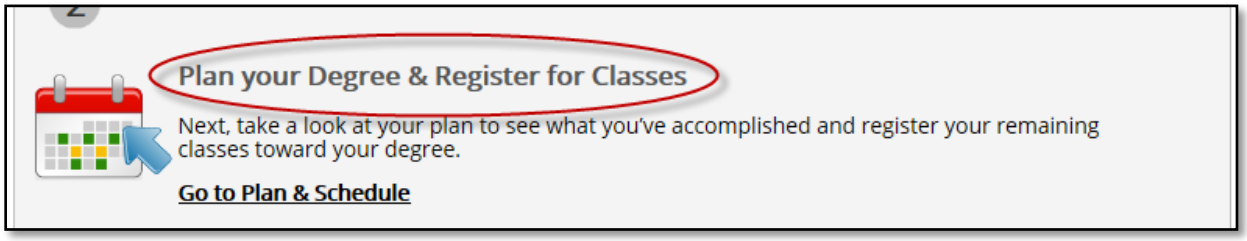
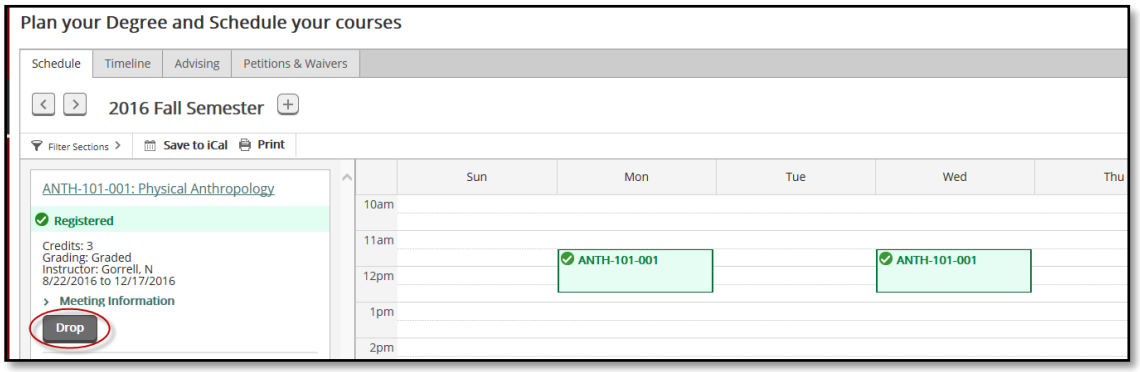
Click on Box 2 “Plan Your Degree and Register for Classes”.



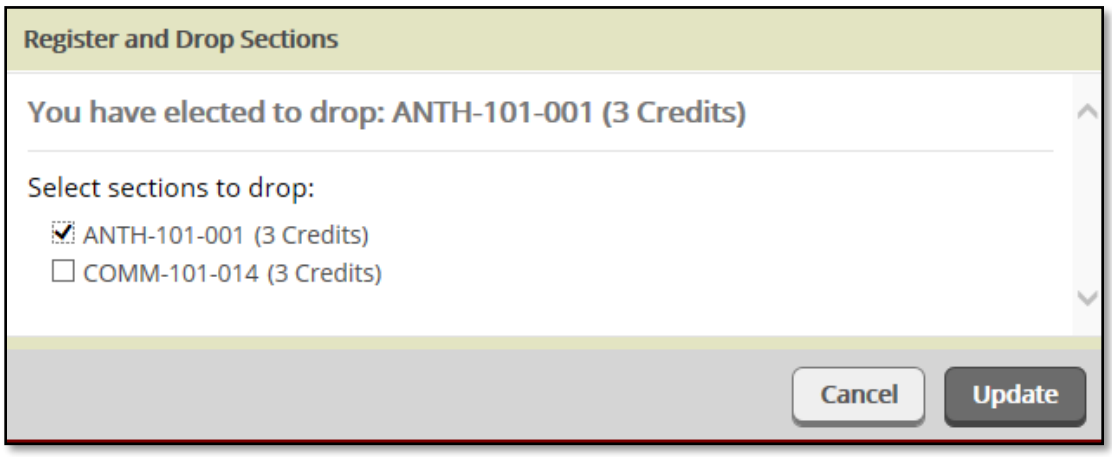
You will see a calendar with a column on the left. Please note the Calendar Term always defaults to the current semester. The term can be adjusted using the arrow buttons or a new term can be added using the plus button.

Find the course you would like to drop in the left hand column and select “Drop”.



A pop up menu will appear showing the course you have chosen to drop. The course you selected will be automatically checked. Check any additional courses you would like to drop and select “Update”.

Warning: dropping courses is permanent please be confident in your decision.



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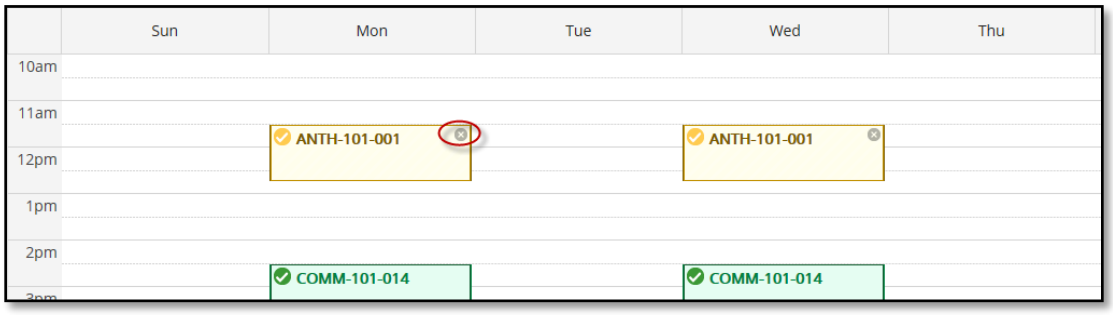
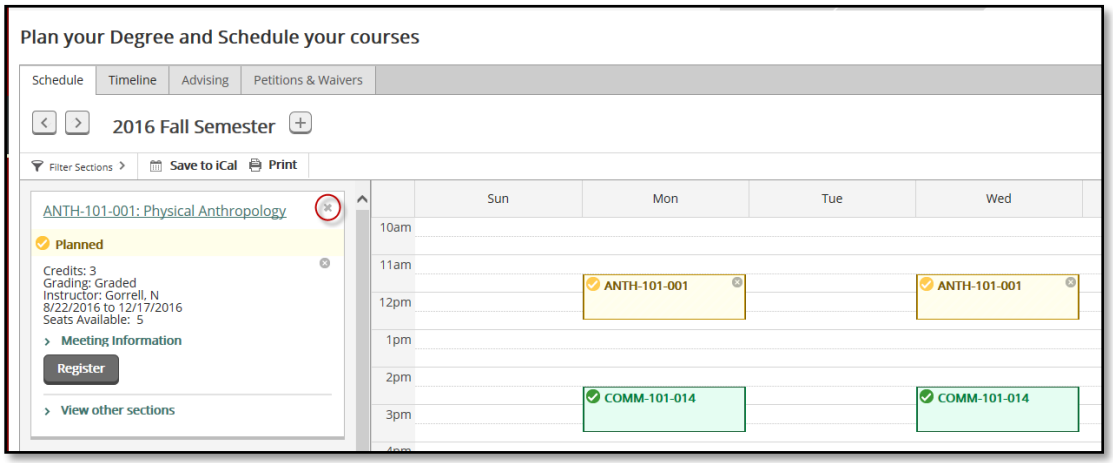
Dropping a course will not remove it from your calendar or from your planned course list. To remove the course from your calendar click the small X in the yellow box on the section in the calendar.



To remove a course entirely from your planned course list, and subsequently your timeline, click the X in the Gray section of the course in the left hand column. A pop up menu will confirm that you wish to completely remove this course from your schedule and timeline.



If you need additional help in resolving errors please contact our One Stop representatives in person, on the phone at 208-562-3000, or by email at onestop@cwidaho.cc.