

# 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 10<sup>th</sup> 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.\**

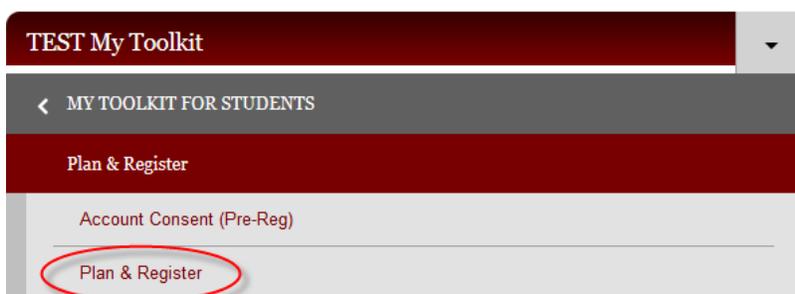
Log into your myCWI account – click on “My Toolkit for Students”



Click on “Plan & Register”



Click on “Plan & Register” one more time.

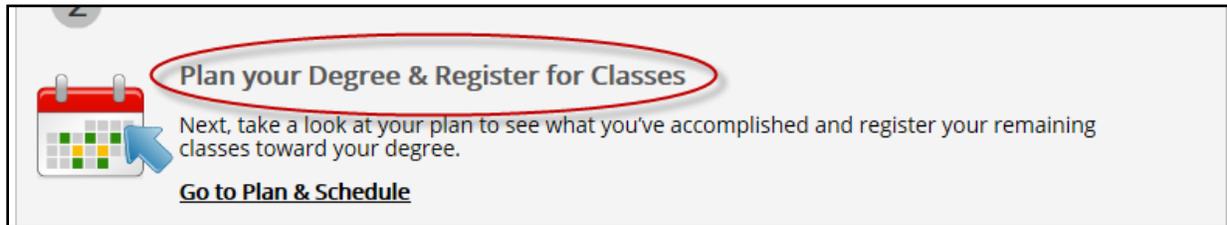


This will take you to the Academics home page.



# STUDENT PLANNING

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



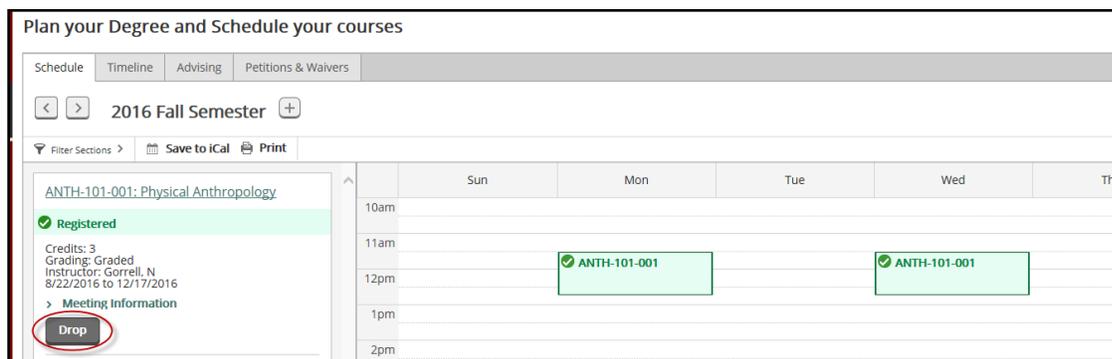
**Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

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".



Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< > 2016 Fall Semester +

Filter Sections > Save to iCal Print

ANTH-101-001: Physical Anthropology

Registered

Credits: 3  
Grading: Graded  
Instructor: Gorrell, N  
8/22/2016 to 12/17/2016

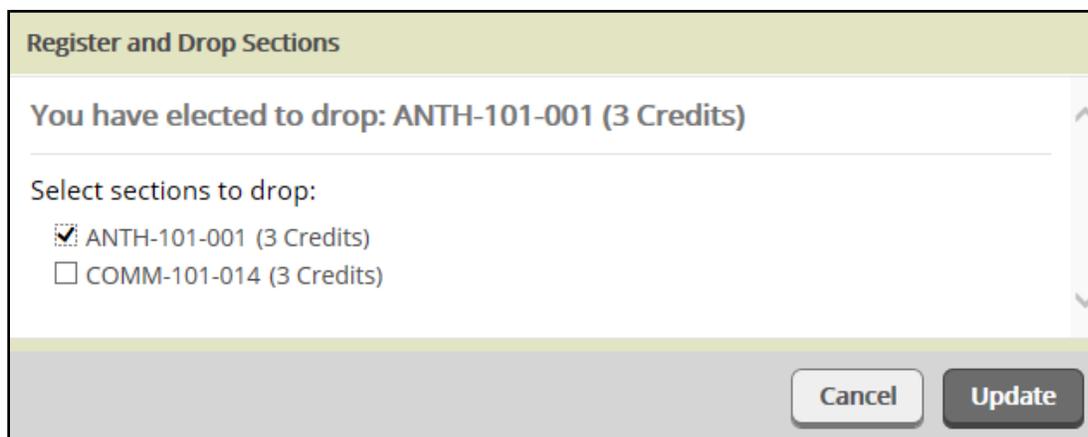
> Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu
10am					
11am					
12pm		ANTH-101-001		ANTH-101-001	
1pm					
2pm					

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.**



Register and Drop Sections

You have elected to drop: ANTH-101-001 (3 Credits)

Select sections to drop:

ANTH-101-001 (3 Credits)

COMM-101-014 (3 Credits)

Cancel Update

# STUDENT PLANNING

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.

	Sun	Mon	Tue	Wed	Thu
10am					
11am					
12pm		✓ ANTH-101-001		✓ ANTH-101-001	
1pm					
2pm					
3pm		✓ COMM-101-014		✓ COMM-101-014	

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.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< 2016 Fall Semester +

Filter Sections > Save to iCal Print

	Sun	Mon	Tue	Wed
10am				
11am				
12pm		✓ ANTH-101-001		✓ ANTH-101-001
1pm				
2pm				
3pm		✓ COMM-101-014		✓ COMM-101-014

ANTH-101-001: Physical Anthropology

Planned

Credits: 3  
Grading: Graded  
Instructor: Gorrell, N  
8/22/2016 to 12/17/2016  
Seats Available: 5

> Meeting Information

Register

> View other sections

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](mailto:onestop@cwidaho.cc).