

How to drop a course after the drop/add deadline (FSU)

Lower division students (Primary Program UGST, 60 hours or less), please contact the Division of Undergraduate Studies at undergradstudies@fsu.edu for approval.

Upper division students (Primary Program BACH), follow the instructions below.

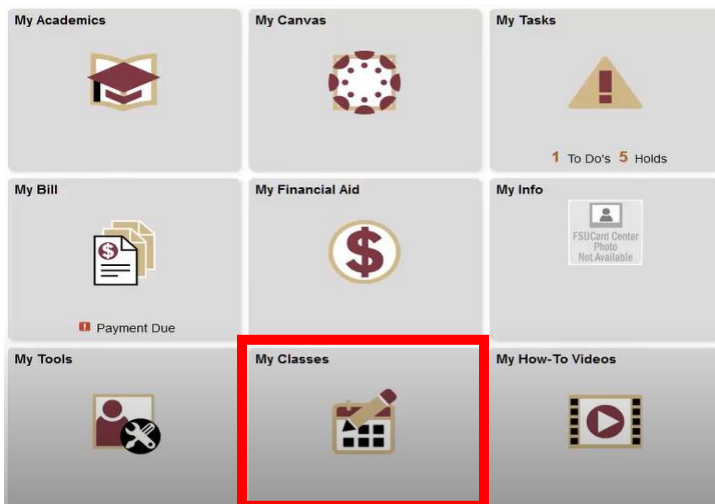
Please refer to <https://www.eng.famu.fsu.edu/students/academic-deadlines> for the **7th week** and **late drop** deadlines and policies.

- **During the 7-week course drop/withdrawal period (after the regular drop/add deadline)**
 - Follow the screenshot instructions below and you may be asked to generate a course drop form and obtain a signature approval. **Do not skip step #5.**
 - If you are asked to generate a form, email the form to the email address listed on the form. If the approval needed is from the Dean of the College of Engineering, email it to studentsupport@eng.famu.fsu.edu or print and take it to COE Suite B111 (Student Services Office).
- **During the late drop/withdrawal period (after the 7th week deadline and before the late drop deadline)**
 - **Two forms are needed** during this period (except in the summer term).
 1. Fill out the Course Late Drop/Withdrawal Request Form which can be found [here](#). This form is not needed during the summer term.
 2. Follow the instructions below to generate the course drop form in Student Central (**do not skip step #5**).
 - Email both forms to studentsupport@eng.famu.fsu.edu or drop them off in COE Suite B111 (Student Services Office) to be reviewed for approval.

Instructions on how to process/generate course drop in Student Central (do not skip step #5**):**

1. Log in to my.fsu.edu and click on the SC icon.

2. click on my classes.



3. Click on Enrollment Drop Classes.

The screenshot shows the 'My Classes' page for Ruby Renegade, EMPLID: 100460218. The left sidebar contains several options, with 'Enrollment: Drop Classes' highlighted by a red box. The main content area shows a 'my Class Schedule' section with a table for selecting a term and a 'Continue' button.

	Term	Career	Institution
<input type="radio"/>	2018 Summer	Undergraduate	Florida State University
<input type="radio"/>	2018 Fall	Undergraduate	Florida State University

[Continue](#)

4. Click the current term and click continue.

The screenshot shows the 'My Classes' page with the '2018 Fall' term selected in the table. The 'Continue' button is highlighted with a red box.

	Term	Career	Institution
<input type="radio"/>	2018 Summer	Undergraduate	Florida State University
<input checked="" type="radio"/>	2018 Fall	Undergraduate	Florida State University

[Continue](#)

5. Click on the link 'Click here to drop a class for a closed enrollment term'.

The screenshot shows the 'My Classes' page with the '2018 Fall | Undergraduate | Florida State University' term selected. A red box highlights the link 'Click here to drop a class for a closed enrollment term' at the top. Below the table, there is a 'Change Term' button and a table of enrollment requests.

[Click here to drop a class for a closed enrollment term](#)

Select the classes to drop and select Drop Selected Classes.

2018 Fall | Undergraduate | Florida State University [Change Term](#)

Enrolled Dropped

Select	Class	Description	Days/Times	Room	Instruct
<input type="checkbox"/>	ECO 2023-0001 (2102)	PRIN OF MICROECON (Lecture)	TuTh 9:30AM - 10:45AM	HCB 0101	J. Calhoun
<input type="checkbox"/>	LAT 1120-0002 (4321)	BEGINNING LATIN I (Lecture)	MoTuWeTh 11:15AM - 12:05PM	MCH 0301	A. Stephens
<input type="checkbox"/>	MMC 2000-0001 (5174)	INTRO TO MASS MEDIA (Lecture)	MoWeFr 9:05AM - 9:55AM	UCD D1101	Staff
<input type="checkbox"/>	SPN 1121-0026 (12019)	ELEMENTARY SPN II (Lecture)	MoWeFr 2:30PM - 3:20PM	DIF 0226	Staff

[Click here to Drop a class for a closed enrollment term](#)

6. Read the instructions under Drop tool and click continue.

The screenshot shows the 'My Classes' page for Ruby Renegade (EMPLID: 100460218). The 'Enrollment: Drop Classes' option is selected in the left sidebar. The main content area is titled 'Drop tool' and contains the following instructions:

Instructions

If registration for the term you wish to petition for a drop is still open, go to your Student Center by clicking cancel and under the Enroll tab, click Drop or Swap.

The following may NOT be made using this tool:

- Adding a course
- Swapping courses
- Dropping all courses

As a reminder, students are FEE LIABLE for all courses dropped with this tool.

Course drop petitions that do not require any additional approval will be processed upon submission. If approvals are required, you will be prompted to print a form with the list of signatures you will be required to collect and present to the Registrar's Office for prior processing.

At the bottom right, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

7. Read the Academic Honor Policy Statement under Drop tool and click continue.

The screenshot shows the 'My Classes' page for Ruby Renegade (EMPLID: 100460218). The 'Enrollment: Drop Classes' option is selected in the left sidebar. The main content area is titled 'Drop tool' and contains the following text:

Academic Honor Policy Statement

I understand that any drop(s) approved may affect insurance coverage(health and auto), housing,financial aid, repeat course surcharge, and graduation. I also understand that this drop may affect my status with regard to the academic map established for my major and may seriously affect my progress in my intended major.

I have read and understand the Florida State University Academic Honor Policy and i am aware that if academic dishonesty charges are filed against me for this course that course will be reinstated on my schedule.

Below the text is a link: [View Academic Honor Policy Statement](#)

At the bottom right, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

8. Click the current term and click continue.

The screenshot shows the 'My Classes' page for Ruby Renegade (EMPLID: 100460218). The 'Enrollment: Drop Classes' option is selected in the left sidebar. The main content area displays a table of terms for selection:

Term	Year	Level	University
<input type="radio"/>	2015 Fall	Undergraduate	Florida State University
<input type="radio"/>	2016 Spring	Undergraduate	Florida State University
<input type="radio"/>	2016 Summer	Undergraduate	Florida State University
<input type="radio"/>	2016 Fall	Undergraduate	Florida State University
<input type="radio"/>	2017 Spring	Undergraduate	Florida State University
<input type="radio"/>	2017 Summer	Undergraduate	Florida State University
<input checked="" type="radio"/>	2017 Fall	Undergraduate	Florida State University
<input type="radio"/>	2018 Spring	Undergraduate	Florida State University
<input type="radio"/>	2018 Summer	Undergraduate	Florida State University
<input type="radio"/>	2018 Fall	Undergraduate	Florida State University
<input type="radio"/>	2019 Spring	Undergraduate	Florida State University

At the bottom center, there is a 'Continue' button (highlighted with a red box).

9. Click the course(s) you want to drop and click Drop Selected Classes.

The screenshot shows the 'My Classes' page on the FSU Student Homepage. The page header includes 'FSU Student Homepage' and 'My Classes'. Below the header, there is a 'Change term' button. The main content area displays a table of classes with columns for 'Select', 'Class', 'Description', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. The 'Status' column shows green checkmarks for all four classes. A red box highlights the 'Drop Selected Classes' button at the bottom right of the table.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	FSU 0001-0031 (15915)	FSU EVENT-SPC & SCH (Other)	MoWeFr 2:00AM - 2:50AM	TBA	Staff		✓
<input type="checkbox"/>	FSU 0001-0031 (15915)	FSU EVENT-SPC & SCH (Other)	MoWeFr 2:00AM - 2:50AM	TBA	Staff		✓
<input type="checkbox"/>	FSU 0001-0034 (16011)	FSU EVENT-SPC & SCH (Other)	MoWeFr 3:00AM - 3:50AM	TBA	Staff		✓
<input type="checkbox"/>	FSU 0001-0034 (16011)	FSU EVENT-SPC & SCH (Other)	MoWeFr 3:00AM - 3:50AM	TBA	Staff		✓

10. Follow the rest of the instructions to finish your drop process or to generate a form for signature approval.

11. If you are asked to generate a course drop form, email it to the email address listed on the form. If the approval needed is from the Dean of the College of Engineering, email it to studentsupport@eng.famu.fsu.edu or print and take it to the Student Services Office at the College of Engineering, Room B111.