

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.

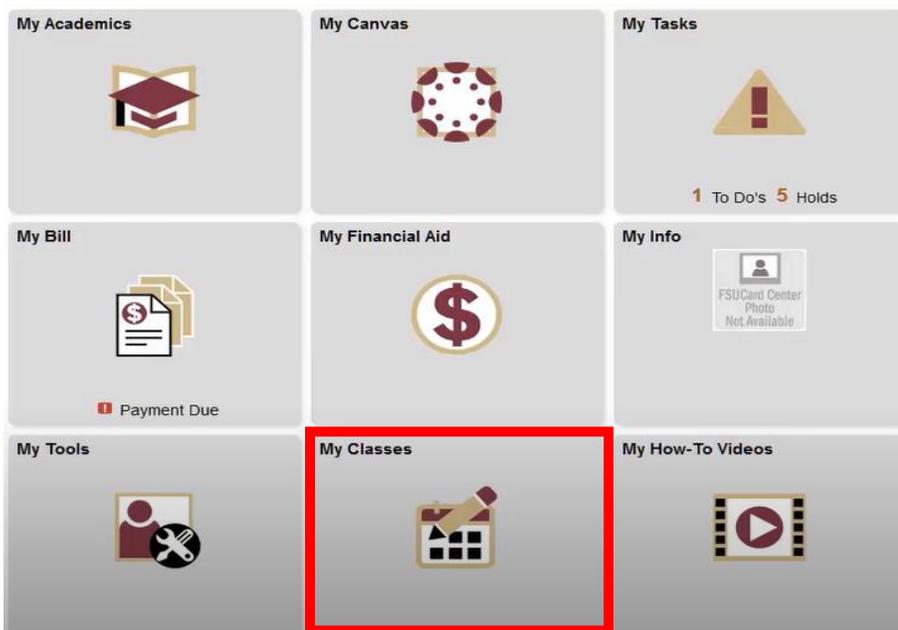
Upper division students (Primary Program BACH), follow the instructions below.

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 drop/add deadline)**
 - Follow the screenshot instructions below and you may be asked to generate a course drop form to obtain approval for your course drop request. **Do not skip step #5.**
 - If you are asked to generate a form, generate and email it to the email address listed on the form. If the approval needed is from the Dean of the College of Engineering, email the form 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.
 1. Fill out the Course Late Drop/Withdrawal Request Form available on <https://eng.famu.fsu.edu/sites/g/files/upcbnu1751/files/pdfs/Course-late-drop-withdrawal-request-form-%28Fall-2019%29-Fillable.pdf>
 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 with a sidebar on the left. The sidebar contains several menu items, with 'Enrollment: Drop Classes' highlighted by a red rectangular box. The main content area is titled 'My Class Schedule' and includes a sub-header 'Select a term then select Continue.' Below this is a table with three columns: 'Term', 'Career', and 'Institution'. The table contains two rows: '2018 Summer' and '2018 Fall', both for 'Undergraduate' students at 'Florida State University'. A 'Continue' button is located below the table.

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

Continue

4. Click on the term and click continue

The screenshot shows the 'Drop Classes' page. The '2018 Fall' term is selected in the table, indicated by a red box around the radio button. The 'Continue' button is also highlighted with a red box. The page title is 'Drop Classes' and the sub-header is 'Select Term'. The table has the same structure as in the previous screenshot.

	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'.

FSU Student Homepage My Classes

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

2018 Fall Enrollment Request

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

6. Read the statement under Drop tool-Instructions and click continue.

FSU Student Homepage My Classes

Drop tool

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

Continue Cancel

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

The screenshot shows the 'My Classes' page with a sidebar on the left containing navigation options like 'My Class Schedule', 'Enrollment Dates', 'Class Search', 'Enrollment: Add Classes', 'Enrollment: Drop Classes', 'Enrollment: Edit a Class', 'Enrollment: Swap Classes', 'My Planner', 'Browse Course Catalog', and 'Schedule Assistant'. The main content area is titled 'Drop tool' and contains an 'Academic Honor Policy Statement' box with the following text: '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.' Below this is a second paragraph: '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.' A link 'View Academic Honor Policy Statement!' is present. At the bottom, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

8. Click the term and click continue.

The screenshot shows the 'My Classes' page with a table of class terms. The table has columns for 'Term', 'Year', 'Level', and 'Institution'. The '2017 Fall' row is selected, indicated by a red box around the radio button. The 'Continue' button at the bottom right is also highlighted with a red box.

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

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

The screenshot shows the 'My Classes' page in the FSU Student Homepage. The page header includes 'FSU Student Homepage' and 'My Classes'. The main content area displays a table of enrolled classes. The table has columns for 'Select', 'Class', 'Description', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. The 'Status' column shows green checkmarks for all listed classes. A 'Drop Selected Classes' button is highlighted in a red box at the bottom right of the page.

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, generate and 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.