
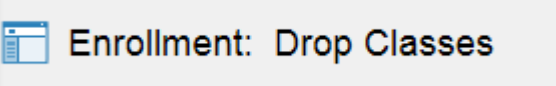
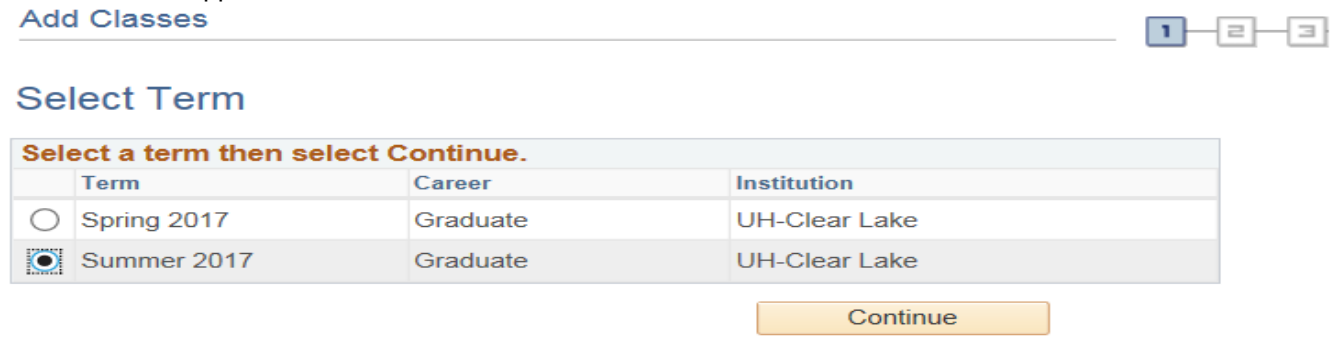
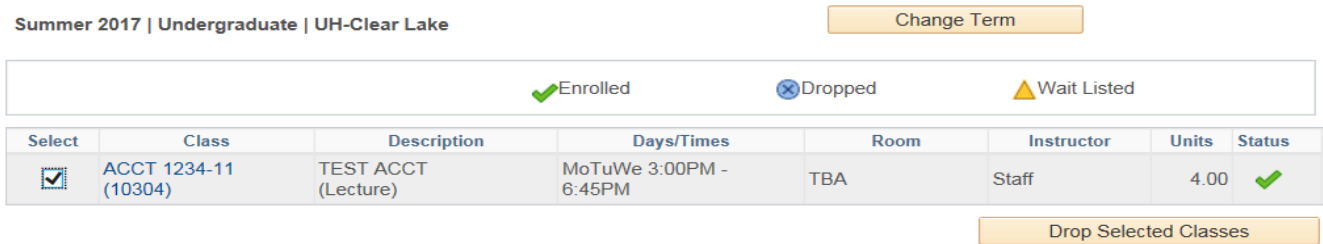




Dropping a Class

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Academic Records tile 
3.	On the left side menu bar, select Enrollment: Drop Classes 
4.	Select a term, if applicable. Click on Continue. 
5.	Select the class you want to drop. Click on Drop Selected Classes . 1. Select classes to drop Select the classes to drop and select Drop Selected Classes. 

6.	<p>Click on Finish Dropping.</p> <h3>2. Confirm your selection</h3> <p>Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.</p> <p>Summer 2017 Undergraduate UH-Clear Lake</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">✔ Enrolled ✕ Dropped ▲ Wait Listed</div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Class</th><th>Description</th><th>Days/Times</th><th>Room</th><th>Instructor</th><th>Units</th><th>Status</th></tr></thead><tbody><tr><td>ACCT 1234-11 (10304)</td><td>TEST ACCT (Lecture)</td><td>MoTuWe 3:00PM - 6:45PM</td><td>TBA</td><td>Staff</td><td>4.00</td><td style="text-align: center;">✔</td></tr></tbody></table> <div style="text-align: right; margin-top: 10px;">CancelPreviousFinish Dropping</div>	Class	Description	Days/Times	Room	Instructor	Units	Status	ACCT 1234-11 (10304)	TEST ACCT (Lecture)	MoTuWe 3:00PM - 6:45PM	TBA	Staff	4.00	✔
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7.	<p>The system will indicate if you have successfully drop the class.</p> <h3>3. View results</h3> <p>View the results of your enrollment request. Select Fix Errors to make changes to your request.</p> <p>Summer 2017 Undergraduate UH-Clear Lake</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">✔ Success: dropped ✕ Error: unable to drop class</div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Class</th><th>Message</th><th>Status</th></tr></thead><tbody><tr><td>ACCT 1234</td><td>Success: This class has been removed from your schedule.</td><td style="text-align: center;">✔</td></tr></tbody></table> <div style="text-align: right; margin-top: 10px;">My Class Schedule</div>	Class	Message	Status	ACCT 1234	Success: This class has been removed from your schedule.	✔								
Class	Message	Status													
ACCT 1234	Success: This class has been removed from your schedule.	✔													
8.	<p>Click on  or  to return to the Home Page.</p>														