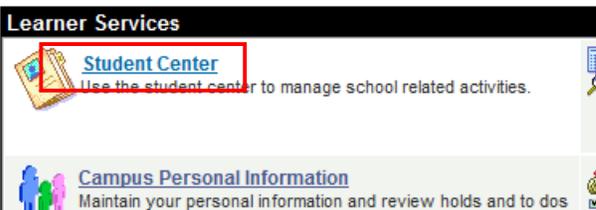
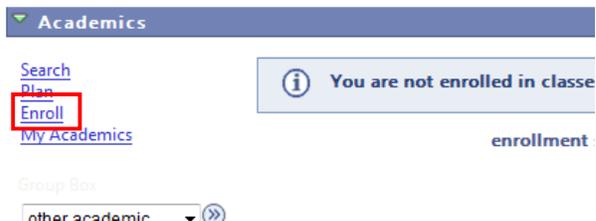
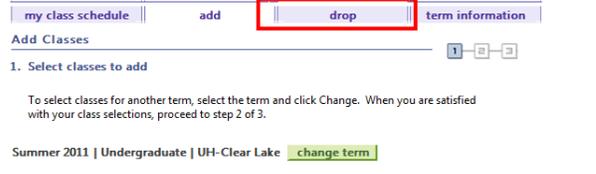
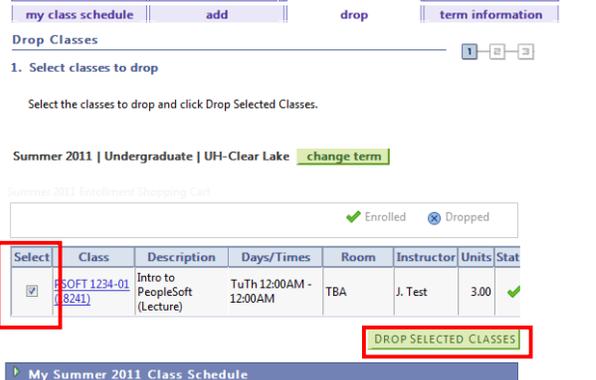


## Dropping a Class

After logging into E-Services, you can use the Student Center to drop a class.

Steps	Illustrations																
<p>1. Under the <b>Learner Services</b> section, Click on <b>Student Center</b></p>																	
<p>2. Under <b>Academics</b>, click on <b>Enroll</b> link.</p>																	
<p>3. Select the <b>drop</b> page.</p>																	
<p>4. Click on <b>Select</b> next to the class you want to drop and click on <b>Drop Selected Classes</b> button.</p>	 <table border="1" data-bbox="841 1388 1360 1465"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Stat</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PEOPLESOFT 1234-01 (8241)</td> <td>Intro to PeopleSoft (Lecture)</td> <td>TuTh 12:00AM - 12:00AM</td> <td>TBA</td> <td>J. Test</td> <td>3.00</td> <td>✓</td> </tr> </tbody> </table>	Select	Class	Description	Days/Times	Room	Instructor	Units	Stat	<input checked="" type="checkbox"/>	PEOPLESOFT 1234-01 (8241)	Intro to PeopleSoft (Lecture)	TuTh 12:00AM - 12:00AM	TBA	J. Test	3.00	✓
Select	Class	Description	Days/Times	Room	Instructor	Units	Stat										
<input checked="" type="checkbox"/>	PEOPLESOFT 1234-01 (8241)	Intro to PeopleSoft (Lecture)	TuTh 12:00AM - 12:00AM	TBA	J. Test	3.00	✓										

5. If you are dropping **all** classes for the term, it is mandatory to complete a survey before you can process the actual drop.

Click on

**SUBMIT**

Drop Classes

Let us serve you better

Summer 2011 | Graduate | UH-Clear Lake

Can you please tell us the reason you are dropping all of your classes?  
Please indicate all that apply:

- Personal
- Financial
- Academic
- Work Related
- Relocation
- Other

Do you plan to enroll next semester? Yes

Per Federal regulations, the University of Houston-Clear Lake is required to collect the official withdrawal date from each student who withdraws. By completing this form, you are notifying the university of your intent to officially withdraw from the university. Today's date will be used as your official withdrawal date.

If you are receiving federal financial aid, you may owe a portion of your financial aid back to the university. If you have any questions regarding your financial aid, please contact the Office of Student Financial Aid at (281)283-2480 or at uhcl\_fao@uhcl.edu.

I acknowledge and have read this statement.

**SUBMIT**

6. To confirm the drop, click on **Finish Dropping**.

my class schedule | add | drop | term information

Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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Class	Description	Days/Times	Room	Instructor	Units	Status
PSOFT 1234-01 (18241)	Intro to PeopleSoft (Lecture)	TuTh 12:00AM - 12:00AM	TBA	J. Test	3.00	✓

Summer 2011 Enrollment Dropping Call  
CANCEL PREVIOUS **FINISH DROPPING**

7. The system will indicate if you have successfully dropped the class.

my class schedule | add | drop | term information

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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Class	Message	Status
PSOFT 1234	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE