

Online Class Drop Procedure

(When one is not able to fill out a Drop/Add form on campus)

- Email the instructor of the course and give him/her your name, ID number, the course number and section you wish to drop.
- Ask the instructor to drop you from the course.
- Your instructor will then forward your email to Penny Lewis with your grade.
- Penny Lewis will then complete the drop form and send it to the Registrar.
- Check your schedule for the next 2 or 3 days to make sure the course drops off your schedule.
- If the course does not drop off your schedule, please come to the Dance office (DGL 206B), pick up a copy of the drop form and take it to the Registrar to follow-up on why the course has not dropped off your schedule.
- It is your responsibility as a student to make sure the course is dropped. If you do not follow-up to confirm the course is dropped, you are responsible for payment of the course and the failing grade that will be earned if you do not show up for the classes.