Steps to do an Extended Drop in BearWeb:

1. **Login to BearWeb. Select “Student Academic Services”, then “Registration” and then Select “Registration + Planning”**

![Image of BearWeb interface showing steps 1 and 2]

2. **Select “Register for Classes”**

![Image of BearWeb interface showing registration options]

3. **Select appropriate term and click “Continue”**

![Image of BearWeb interface showing term selection]

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4. In the summary section, click the drop list under “Action” and select “Extended Drop In BearWeb” and click “Submit”. Note: Dropping a course during the extended drop period results in a W for the course on the student transcript.

**Note: Pay special attention to courses with prerequisites, co-requisite and linked labs. If you attempt to drop a course, that has a prerequisite, co-requisite or linked lab, they will be dropped as well. See screen shot below.
5. During the Extended drop period, the dropped course will remain on the student schedule. To verify that the course was successfully dropped, the status will change from “Registered” to “Dropped.”