

# Office of the Registrar

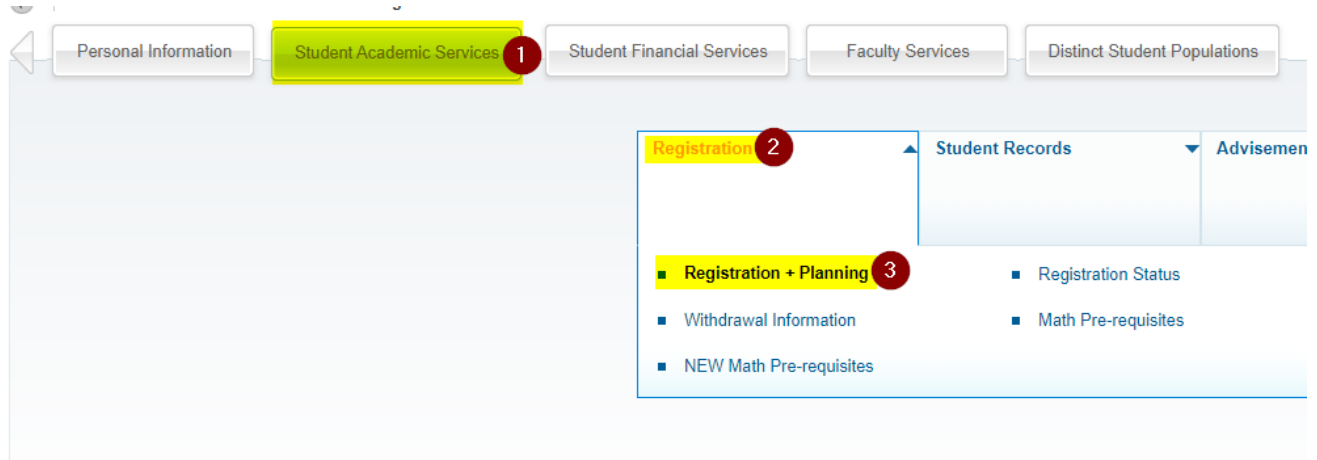
## How to Drop a Course in BearWeb

### Definitions:

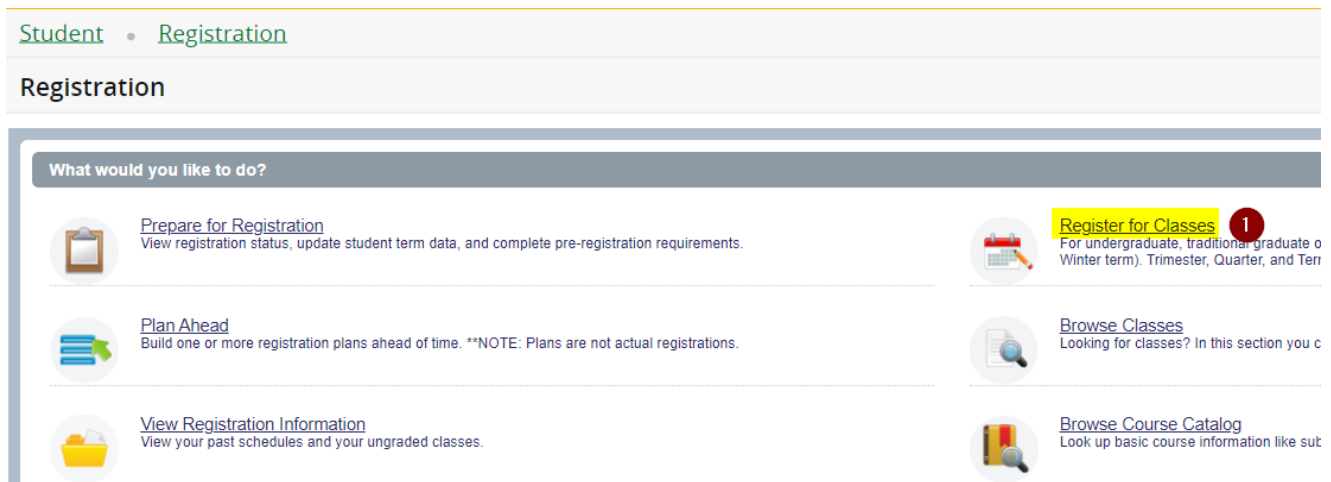
- 1. Drop - requesting to drop one or more classes, but not your entire schedule**
  - a. During the AW period, follow instructions below
  - b. During the W period, contact your advisor to submit a Drop Request
- 2. University Withdrawal - requesting to drop all classes within a term or the only class for which you're registered within a term. Follow instructions at this [link](#).**
- 3. The effective date for the Drop or Withdrawal is the date the form is submitted.**

### Steps to drop a course:

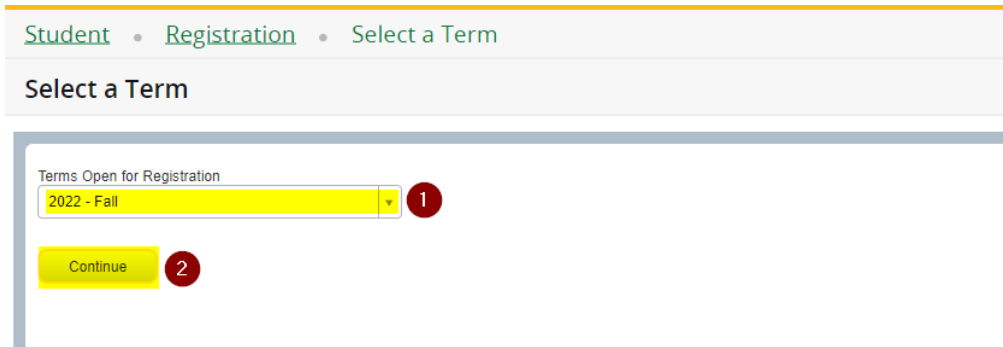
- 1. Login to BearWeb. Select “Student Academic Services”, then “Registration” and then Select “Registration + Planning”**



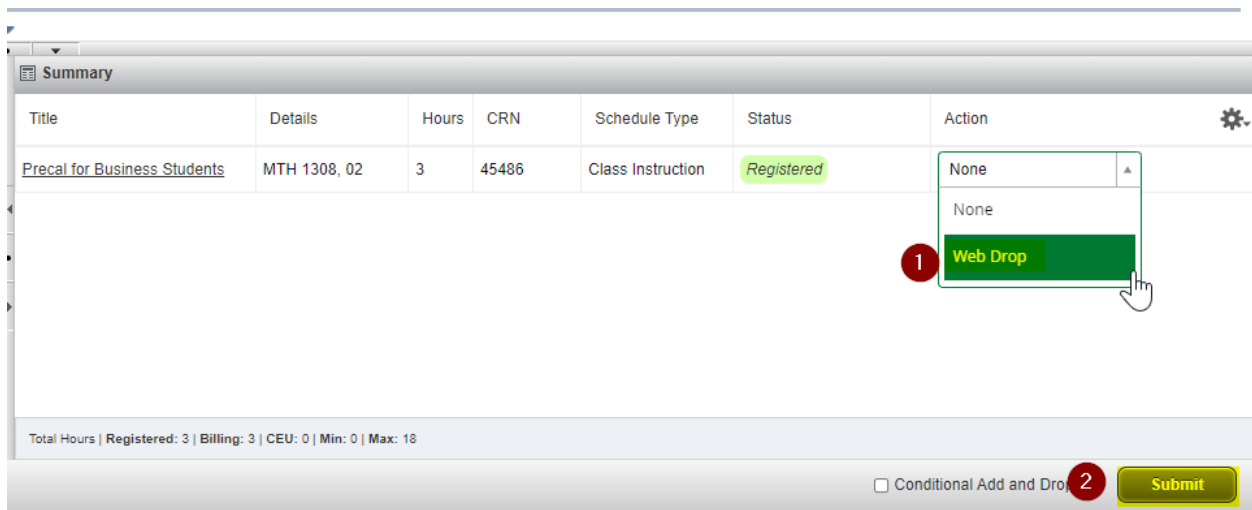
- 2. Select “Register for Classes”**



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



### 4. In the summary section, find the class you want to drop, click the drop list under “Action”, select “Web Drop” and click “Submit”



**\*\*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.**

