

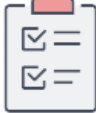








## Dropping Classes

We understand that occasionally, circumstances may change, and you might need to adjust your class schedule. Don't worry; we've got you covered! It is easy to drop courses in myStThom, ensuring that your academic journey remains flexible and tailored to your needs.

Go to the *Student Homepage* and click *Search Classes and Register*.

**Student Homepage** ▾

<p><b>Profile</b></p>  <p>DUGATB</p>	<p><b>Tasks</b></p>  <p>No current tasks</p>	<p><b>Academic Progress</b></p> 
<p><b>Final Grades And Transcripts</b></p> 	<p><b>Advisor and Registration Dates</b></p> 	<p><b>Search Classes and Register</b></p> 
<p><b>Financial Account</b></p> 	<p><b>Financial Aid</b></p> 	<p><b>UST Resources</b></p> 

Click *Drop Classes* on the left-side menu.

A vertical menu with a dark blue header containing a back arrow and the text "Student Homepage". Below the header are several menu items, each with an icon and text: "View My Classes/Schedule" (calendar icon), "College Scheduler" (graduation cap icon), "My Weekly Schedule" (calendar icon), "Shopping Cart" (shopping cart icon), "Class Search and Enroll" (magnifying glass icon), "Update Classes" (document with pencil icon), "Browse Course Catalog" (document with magnifying glass icon), "Drop Classes" (document with red X icon, highlighted with a red border), and "Swap Classes" (two arrows pointing in opposite directions).

Select the correct term from the menu and click *Continue*.

A navigation bar with tabs for "Search", "Plan", "Enroll", and "My Academics". Below the tabs is a horizontal line with a menu: "My Class Schedule | Add | Drop | Swap | Edit | Term Information". The "Drop" option is selected. Below the menu is the text "Drop Classes" and a pagination control showing "1" in a blue box, "2" in a grey box, and "3" in a grey box.

## Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2023 Fall	Undergraduate	University of St. Thomas
<input type="radio"/>	2024 Spring	Undergraduate	University of St. Thomas

Continue

Select courses you wish to drop and click *Drop Selected Classes*.

Search | Plan | **Enroll** | My Academics

[My Class Schedule](#) | [Add](#) | **Drop** | [Swap](#) | [Edit](#) | [Term Information](#)

Drop Classes 1 ≡ ☰

### 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2023 Fall | Undergraduate | University of St. Thomas

Change Term

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	NURS 3375-C (2058)	Holistic Nurs: Caring Comm (PCT)	TBA	TBA	S. Alarabi	3.00	✔
<input type="checkbox"/>	NURS 4572-B (2051)	Holistic Nurs: Behavioral Hlth (PCT)	TBA	TBA	D. McDonald	5.00	✔
<input checked="" type="checkbox"/>	NURS 4574-C (2061)	Transition to Holistic Nursing (INT)	TBA	TBA	J. Weber, C. Carson	5.00	✔
<input type="checkbox"/>	NURS 4673-B (2054)	Holistic Nurs: Care of Crit III (PCT)	TBA	TBA	J. Weber	6.00	✔



Drop Selected Classes

Select *Continue Dropping* on the next page.

### UST Financial Obligation Statement.

**Dropping courses does not mean a reversal of charges and may cause all or a portion of financial aid received to be returned causing a balance due on your account.**

Contact the [Financial Aid](#) or [Business Office](#) to verify a balance due. Please include your Student Id # in your inquiry.

[Cancel drop](#)

[Continue Dropping](#)

## Finally, select Finish Dropping:

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Drop Classes 1 2 3

### 2. Confirm your selection

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

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✓ Enrolled      ⊗ Dropped      ⚠ Wait Listed						
Class	Description	Days/Times	Room	Instructor	Units	Status
NURS 3375-C (2058)	Holistic Nurs: Caring Comm (PCT)	TBA	TBA	S. Alarabi	3.00	✓
NURS 4574-C (2061)	Transition to Holistic Nursing (INT)	TBA	TBA	J. Weber, C. Carson	5.00	✓

Cancel Previous Finish Dropping

You will see the result of your drop on the *View Results* page. If the system was unable to drop the classes, there will be a red X with a corresponding message to explain the issue.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Drop Classes 1 2 3

### 3. View results

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

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✓ Success: dropped      ✗ Error: unable to drop class		
Class	Message	Status
NURS 3375	Message: You have been given a grade of W for this class.	✓
NURS 4574	Message: You have been given a grade of W for this class.	✓

My Class Schedule

Visit our [Quick Tips for Preparing to Register](#) for more tips on registering. For further assistance, please contact us. For further assistance, please [contact the Office of the Registrar](#).