# How to Drop a course

#### **Student Center**

#### 2 - X

### Student Center

One stop shop to do everything from view classes, financial aid, pay your bill, and much more!



Sel	ect a term then click Continue.				
	Term	Career	Institution		
0	2011 Fall	Undergraduate	University of Texas, Arlington		
0	2012 Spring	Undergraduate	University of Texas, Arlington		



1-2-3

1. Go to <u>http://www.uta.edu/mymav</u> and login. If you experience any issues logging in please contact the Help Desk at <u>helpdesk@uta.edu</u> or at 817-272-2208.

2. Click the link to go to your " Student Center".

 Select the drop down menu labeled "other academic.." and the select "Enrollment: Drop".

4. Select the term the course is in.

5. Place a checkmark next to the course you want to drop.

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2012 Spring | Undergraduate | University of Texas, Arlington change term

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
	<u>BIOL</u> 3339-001 (20727)	INTRODUCTION TO EVOLUTION (Lecture)	TuTh 5:30PM - 6:50PM	SH 332	P. Chippindale	3.00	~
	<u>BIOL</u> 3420-001 (20734)	GENETICS METHODS LAB (Laboratory)	Tu 1:00PM - 4:50PM	LS 334	E. Pritham	4.00	<b>v</b>
	<u>BIOL</u> 4312-001 (20769)	INTRODUCTION TO VIROLOGY (Lecture)	TuTh 8:00AM - 9:20AM	LS 122	M. Roner	3.00	1

My 2012 Spring Class Schedule

 Confirm the class shown is the one you want to drop and the select "Finish Dropping".

7. If there is a green check mark under status then you have successfully dropped the course. If there is a red X then you are still enrolled in the course. If this happens please contact your Academic Advisor.

#### Search Plan Enroll My Academics my class schedule add drop swap Drop Classes 1-2-3 2. Confirm your selection Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel. 2012 Spring | Undergraduate | University of Texas, Arlington 🛞 Dropped V Enrolled Class Description Days/Times Room Instructor Units Status INTRODUCTION BIOL 3339-001 TuTh 5:30PM -TO EVOLUTION SH 332 3.00 1 Chippindale (20727)6:50PM (Lecture) PREVIOUS FINISH DROPPING CANCEL Search Plan My Academics Enroll my class schedule add drop swap **Drop Classes** 1-2-3 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	
BIOL 3339	Success: This class has been removed from your schedule.		

## Important Information on Dropping

- •Students are responsible for dropping themselves before the first day of class. If you do not drop before the first day of class you will not receive a full refund
- For more information on our refund policy please go here <u>http://academicpartnerships.uta.edu/tuition.asp</u>.
- •To find a list of drop deadlines please go here <u>http://academicpartnerships.uta.edu/documents/UTA\_Drop\_Dates.p</u> <u>df</u>.