

# Drop Course

**Step 1:** Students would go into their MyESU Portal and click on the Students tab.  
**Step 2:** In the “Registration Tools” student will see “Withdraw From Course After Drop/Add Period” option. Click on this option.

The screenshot displays the MyESU Portal interface for East Stroudsburg University. At the top left is the university logo with the text "ESU EAST STROUDSBURG UNIVERSITY". At the top right is a "Home Community" button. Below the logo is a navigation menu with items: Welcome, Faculty Resources, Faculty Announcements, Students (highlighted), WarriorLink, Incoming Spring / Fall, eWarrior, Employee, Employee Announcements, and Kemp Library. Below the navigation menu is a breadcrumb trail: Home Community > Students. The main content area is divided into several sections. The first section is "Important Announcements" with a message: "Please make sure your emergency contact information is up to date. View and update your emergency contact and address information below." The second section is "Student Survey Tools" with a yellow warning banner that reads: "Confirm Your Enrollment for Spring 2021". The third section is "Address Information (NEW!)" with links: "Update Emergency Contacts", "View Emergency Contacts", "Update Local Addresses and Phones", "Update Permanent Addresses and Phones", and "View Addresses and Phones". The fourth section is "Registration Tools" with links: "Register Using the Schedule Planner", "Register Using CRN", "Registration Status", "Look Up Classes", "Add or Drop Classes", "Request to Take Over 18 Credits", "Withdraw From Course After Drop/Add Period" (highlighted in yellow), and "Math Competency Hold Form". At the bottom left is a section for "The Family Education Rights and Privacy Act (FERPA)".

**ESU EAST STROUDSBURG UNIVERSITY**

Home Community

Welcome Faculty Resources Faculty Announcements **Students** WarriorLink Incoming Spring / Fall eWarrior Employee Employee Announcements Kemp Library

Home Community > Students

**Important Announcements**

Please make sure your emergency contact information is up to date.  
View and update your emergency contact and address information below.

**Student Survey Tools**

**Confirm Your Enrollment for Spring 2021**

**Address Information (NEW!)**

**Address Information**  
[Update Emergency Contacts](#)  
[View Emergency Contacts](#)  
[Update Local Addresses and Phones](#)  
[Update Permanent Addresses and Phones](#)  
[View Addresses and Phones](#)

**Registration Tools**

[Register Using the Schedule Planner](#)  
[Register Using CRN](#)  
[Registration Status](#)  
[Look Up Classes](#)  
[Add or Drop Classes](#)  
[Request to Take Over 18 Credits](#)  
[Withdraw From Course After Drop/Add Period](#)  
[Math Competency Hold Form](#)

**The Family Education Rights and Privacy Act (FERPA)**

**Step 3:** Student will see a list of all courses.

**Step 4:** Student will click “Select” course



## Student Online Drop Course Request

**Today's Date:** 01-12-2018  
**Term:** Label  
**Student Name:** First & Last Name  
**Email Address:**  
@live.esu.edu  
**Student ID:**  
**Level:** U

**Course to drop:**  
None  
**Instructor:** None

**Options:**  
- Click Cancel to End

Cancel

### Instructions:

**Please click the Select button by the course you want to drop from the table below.**

	Term	CRN	Subject	Number	Title
Select	Spring 2018	14401	PSY	100	GN: General Psychology
Select	Spring 2018	16712	ENGL	103	English Composition
Select	Spring 2018	16780	THTR	100	GN: Introduction to Theatre
Select	Spring 2018	17535	BIOL	104	GN: Human Ecology

**Step 5:** Student should check to make sure the course they want to drop is ok.

**Step 6:** Student can add comments.

**Step 7:** If everything is ok, student clicks “Submit”.



## Student Online Drop Course Request

**Today's Date:** 01-12-2018

**Term:** Spring 2018

**Student Name:**

**Email Address:**

@live.esu.edu

**Student ID:**

**Level:** U

**Course to drop:**

14401, PSY 100 GN: General

Psychology

**Instructor:** Amanda Silva

**Options:**

- Click Submit to Submit Request

- Click Restart to Restart Request

- Click Cancel to End

**Submit**

**Instructions:**

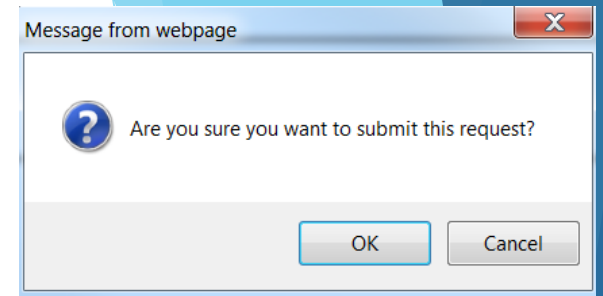
**Please check your course to drop on the left. Enter any comments you want to add to further explain your request in the comments box below. Click Submit when you are ready to submit your request.**

Comments

**Step 8:** Student will receive box asking them if they are sure they want to submit request.

**Step 9:** If they do, they will click “OK”.

**Step 10:** Student will see that his request has been successfully submitted.



## Student Online Drop Course Request

Today's Date: 01-12-2018  
Student Name:  
Email Address: @live.esu.edu  
Student ID: ( )  
Term: Not Available

**Your Request has been successfully submitted. Please close your browser window to end.**

**Step 11:** Student will receive an email.

## **Notification, to Student**

Student First Name:

Enrollment Services has received your request to drop the course with the following details:

**Course to Drop:** 14401, PSY 100 GN: General Psychology

**Term:** Spring 2018

**Instructor:** Amanda Silva, [asilva3@esu.edu](mailto:asilva3@esu.edu)

This process may take up to 3 business days. You will receive notification when it is completed. If you have any questions, please contact the Student Enrollment Center via email at [records@esu.edu](mailto:records@esu.edu) or in person in Zimbar Hall.

Student Enrollment Center