1. Go to the ESU Homepage and click on myESU.
2. Enter your username and password.

3. Select the “Students” tab at the top of your portal.
4. Under Registration Tools, click on “Add or Drop Classes”.

5. Select the term for the class which you would like to drop, then press submit.
6. Select the **Student** tab at the top of the page. Then, select “**Add or Drop Classes**”.

7. Enter your PIN number given to you for registration of the current semester. Then, press **submit**.
8. Select the drop down menu next to the class you would like to drop. Then select “Dropped via Web”.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the drop down list.

Some sections are restricted to students in certain majors. If you select one of these sections in error, a Registration Add Error message will appear under the Status column on the Add or Drop Classes page. This message will indicate the reason(s) you are unable to add the section. You will need to select a different CRN or course.

If you are adding a course with an embedded lab (that is, same course number, e.g. BIOL 111), you need to select a lecture based on the alpha letter in the Sec column and a lab that begins with the same alpha letter in the Sec column.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Sub</th>
<th>Creq</th>
<th>Sec</th>
<th>Level</th>
<th>Credit</th>
<th>Grade</th>
<th>Mode</th>
<th>Title</th>
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<tbody>
<tr>
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<td>220134</td>
<td>303</td>
<td>161</td>
<td>A</td>
<td>Undergraduate 4.01 Standard</td>
<td>2.00</td>
<td></td>
<td></td>
<td>Physical Prerequisites</td>
</tr>
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<td>Physical Prerequisites</td>
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Total Credit Hours: 15.000
Billing Hours: 16.000
Maximum Hours: 16.000
Maximum Credits: 18.000
Date: May 21, 2018 10:31 am

Add Classes Worksheet

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[ View Holds or Record Notification Messages ] [ Change Course Options ]