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.
Step 3: Student will see a list of all courses.
Step 4: Student will click “Select” course

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**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

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

<table>
<thead>
<tr>
<th>Term</th>
<th>CRN</th>
<th>Subject</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Spring 2018 14401 PSY 100</td>
<td>GN: General Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Spring 2018 16712 ENGL 103</td>
<td>English Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Spring 2018 16780 THTR 100</td>
<td>GN: Introduction to Theatre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Spring 2018 17535 BIOL 104</td>
<td>GN: Human Ecology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Cancel**
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

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

Submit
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.
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

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 or in person in Zimbar Hall.

Student Enrollment Center