Drop a Class
With PeopleSoft Student Center

Overview

Students can self-enroll using the PeopleSoft Student Center, which provides online access to add classes, drop classes, and edit class enrollments.

This document explains how to drop classes using your Student Center.

Are You Prepared to Self-Enroll?

Students must complete the following steps before they can self-enroll:

1. Log in to your Student Center through the my.pitt.edu Web portal
2. View details about your enrollment appointment
3. Meet with your academic advisor

For details, refer to the help sheet: Preparing for Self-Enrollment, available in My Pitt (my.pitt.edu).

Access Your Student Center

Log in to My Pitt with your University Computing Account username and password. Next, click the Student Center pass-through link to your right. Next, click Self Service and then click Student Center. Your Student Center information will be displayed.
Drop a Class

Once you have enrolled in a class, you will need to use the following steps to drop that class.

1. Click the Enroll link in the upper left portion of the Student Center page.

2. Under the Enroll tab, click the Drop subtab.

3. Select the term in which you would like to drop a class and click Continue.

4. Click the boxes next to the class or classes you would like to drop, then click Drop Selected Classes.
5. Review the information on the **Confirm your selection** screen. Here is a copy of the text:

Note: When you drop a class with an associated lab or recitation, it will be dropped when you process the drop for the lecture. If you want to change the section of the lab or recitation you are taking, process this change in the Registrar’s Office on your campus.

A change to less than full-time enrollment may cause scholarships, grants or loans to be canceled, as some programs of financial aid are only available to full-time students.

Full-time enrollment for undergraduate students is a minimum of 12 credits per term and half-time is a minimum of 5 credits per term. Most University undergraduate scholarship and grant programs require that you enroll as a full-time student each semester to be eligible. Students eligible for a federal Pell Grant may receive limited Pell Grant assistance for less than half-time study.

For graduate students, full-time enrollment is 9 or more credits per term. Half-time enrollment is a minimum of 4.5 credits per term.

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

6. Click the **Finish Dropping** button to drop the classes you have selected.

7. On the **View results** page, a green checkmark displays next to the classes that have been dropped.

---

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 0150-1030</td>
<td>FOUNDATIONS OF BIOLOGY 1 (Lecture)</td>
<td>MoWe 6:00PM - 7:15PM</td>
<td>L9 Clapp Hall</td>
<td>L. Daniels, L. Thomas</td>
<td>3.00</td>
<td>✔</td>
</tr>
<tr>
<td>(10528)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOSC 0150-1050</td>
<td>FOUNDATIONS OF BIOLOGY 1 (Recitation)</td>
<td>Tu 4:00PM - 4:50PM</td>
<td>A224 Langley Hall</td>
<td>L. Daniels</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>(11932)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Drop Classes**

**3. View results**

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

Fall Term 2010-2011 | Undergraduate | University of Pittsburgh

- ✔ Success: dropped
- ✗ Error: unable to drop class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 0150</td>
<td>Success: This class has been removed from your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>
Return to Your Student Center

Use the Go To options list at the top right or bottom left of any details page to return to your Student Center. Click the drop-down menu to select Student Center, then click the double arrows (>>).

Removing Unused Classes from Your Shopping Cart

While you are adding classes to your shopping cart, you can remove a class from your cart at any time by clicking the trashcan icon. Refer to the document Add a Class Using PeopleSoft Student Center for details.

Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours. You can also refer to the interactive demonstration (iDemo) video that is posted in My Pitt. Click Learn More just below the Student Center link on your portal home page. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].