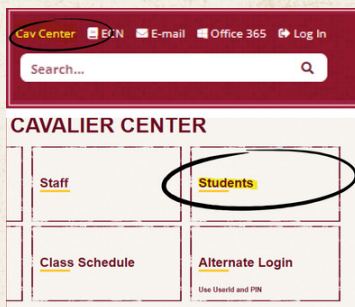


## Dropping a course Before Drop with Refund Deadline

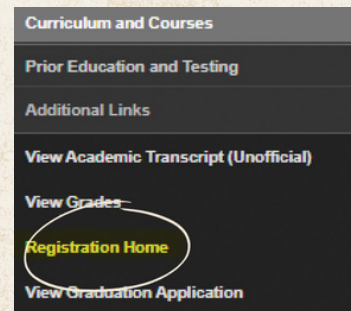
\*This guide is intended to help students drop a course **BEFORE** the Drop with a Refund Deadline. Please refer to the [Academic Calendar](#) to view important dates regarding Registration.

### 1. Log in to the [MyWalsh Student Portal](#)

- Click on **Cav Center** in the top right corner
- Click on **Students Life**

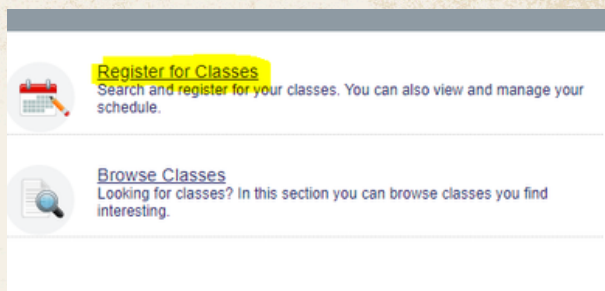


### 2. Click on Registration Home on your Student Profile Page

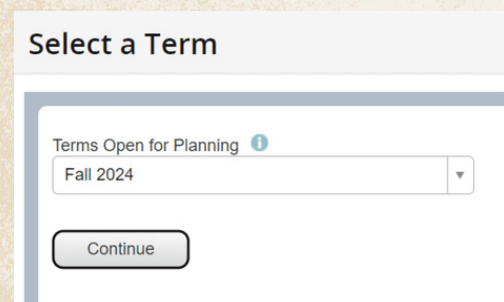


### 3. Click **Register for Classes**

- Plans allow you to build plans of classes for future terms
- Students, faculty, and advisors can view and approve plans



### 4. Select the **Proper Term** for Dropping a Course



### 5. Navigate to your **Summary** at the **bottom right corner** of the page

- The courses you are currently registered for will display here

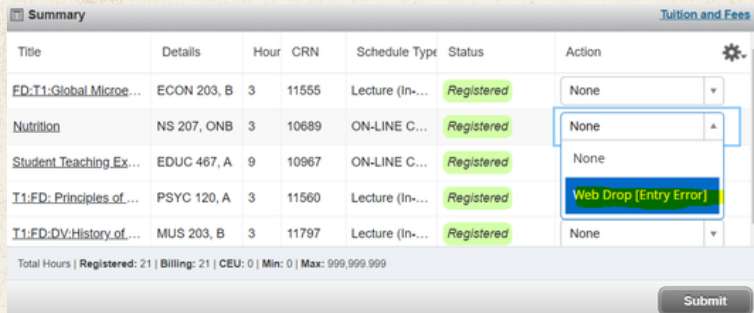
Title	Details	Hou	CRN	Schedule Typ	Status	Action
ED:T1:Global Micro...	ECON 203...	3	11555	Lecture (In...	Registered	None
Nutrition	NS 207, O...	3	10689	ON-LINE ...	Registered	None
Student Teaching, E...	EDUC 467, A	9	10967	ON-LINE ...	Registered	None
T1:ED:Principles of...	PSYC 120, A	3	11560	Lecture (In...	Registered	None
T1:ED:DV:History of...	MUS 203, B	3	11797	Lecture (In...	Registered	None

Total Hours | Registered: 21 | Billing: 21 | CEU: 0 | Min: 0 | Max: 999,999,999

### 6. Locate the class you wish to drop in your course summary

## Dropping a course Before Drop with Refund Deadline *Continued*

7. Use the drop down menu in the action column next to the course you wish to drop and select **Web Drop [Entry Error]**



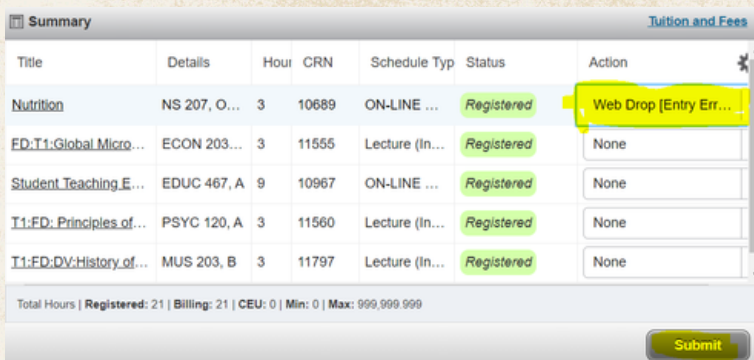
The screenshot shows a table with columns: Title, Details, Hour, CRN, Schedule Type, Status, and Action. The 'Action' column for the course 'T1:FD:Principles of...' has a dropdown menu open, showing options: None, None, **Web Drop [Entry Error]**, and None. The 'Web Drop [Entry Error]' option is highlighted in blue. Below the table, there is a 'Submit' button.

Title	Details	Hour	CRN	Schedule Type	Status	Action
FD:T1:Global Micro...	ECON 203, B	3	11555	Lecture (In...	Registered	None
Nutrition	NS 207, ONB	3	10689	ON-LINE C...	Registered	None
Student Teaching Ex...	EDUC 467, A	9	10967	ON-LINE C...	Registered	None
T1:FD:Principles of...	PSYC 120, A	3	11560	Lecture (In...	Registered	Web Drop [Entry Error]
T1:FD:DV:History of...	MUS 203, B	3	11797	Lecture (In...	Registered	None

Total Hours | Registered: 21 | Billing: 21 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

8. Make sure to click **Submit** to drop the course!



The screenshot shows the same table as above, but the 'Web Drop [Entry Error]' option in the 'Action' column for the course 'Nutrition' is now highlighted in yellow. The 'Submit' button is also highlighted in yellow.

Title	Details	Hour	CRN	Schedule Type	Status	Action
Nutrition	NS 207, O...	3	10689	ON-LINE ...	Registered	Web Drop [Entry Err...
FD:T1:Global Micro...	ECON 203...	3	11555	Lecture (In...	Registered	None
Student Teaching E...	EDUC 467, A	9	10967	ON-LINE ...	Registered	None
T1:FD:Principles of...	PSYC 120, A	3	11560	Lecture (In...	Registered	None
T1:FD:DV:History of...	MUS 203, B	3	11797	Lecture (In...	Registered	None

Total Hours | Registered: 21 | Billing: 21 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

### IMPORTANT REMINDERS: Avoiding Errors

- The minimum course load for full-time students is 12 credit hours. If you are at 12 credit hours and need to drop a course, you must add the new course first, then drop the old course to ensure you remain full-time.
- The maximum course load for full-time students is 18 credit hours. If you are at 18 credit hours and need to add a course, you must drop the old course first before adding the new course.
- If you are switching sections of a course (ex, BIO 101 A to BIO 101 B), you must drop the section you are currently registered for, then add the new section.

If you have any registration errors, please submit an [E-Form](#) or reach out to the Office of the Registrar at [Registrar@walsh.edu](mailto:Registrar@walsh.edu) or call 330.490.7367.