



## How to Drop a Class in Student Planning

Before dropping, check the refund cut-off dates on your class schedule to determine if you will receive a refund. To view your class schedule go to the Academics menu in Student Planning, or the Academic Profile menu of myACCESS and click My Class Schedule.

- Drops occurring during the 100% and 50% refund periods are not issued a 'W' grade.
- Classes dropped **after** the 50% refund cutoff date up until the Last Date to Drop are considered a withdraw and will receive no refund. The class will appear on the transcript with a W. The W does not impact GPA but may impact future aid. Contact Financial Aid or Veterans Services with questions about any potential impact.
- 1. Log in to your **insideCOD Portal** by typing **inside.cod.edu** into your browser, or go to **cod.edu** then click on the **Quick Links** menu and click on **insideCOD Portal**.
- 2. Locate the myACCESS and click on Student Planning, then select Student Planning Self-Service.



3. You will now see your academic information. Under **Plan your Degree & Register for Classes** click on "Go to Plan & Schedule."



4. Locate the class you wish to drop. Click the blue "**Drop**" button.

|  | Cal Print |
|--|-----------|
| ENGLI-1101-VCM44: English Composition 1                        | Sun       |
| ✓ Registered   | 11am      |
| Credits: 3 Credits<br>Grading: Graded<br>Instructor: Bavone, C | 12pm      |
| 2/23/2021 to 5/21/2021   | 2pm       |
| Drop   | Зрт       |
| ✓ View other sections  | 4pm       |
|  | 5pm       |

5. A pop up will appear confirming the class you have elected to drop. Make sure the correct class is selected and click "**Update**."

| Register and Drop Section    | ns                           |
|------------------------------|------------------------------|
| You have elected to drop: I  | ENGLI-1101-VCM44 (3 Credits) |
| Select sections to drop:     |                              |
| ENGLI-1101-VCM44 (3 Credits) | )                            |
| MANAG-2215-NET02 (3 Credits  | s)                           |
| MANAG-2220-NET03 (3 Credits  | s)                           |
| Cancel                       | Update                       |
| Spm                          |                              |
| 6pm                          | ENGLI-1101-VCM44             |

6. The class will be dropped from your schedule; however, the course will remain in your *planned* courses. You can click the "X" to remove it from your planed classes.

| 11am |                            |                            |
|------|----------------------------|----------------------------|
| 12pm |                            |                            |
| 1pm  |                            |                            |
| 2pm  |                            |                            |
| 2    |                            |                            |
|      | 11am<br>12pm<br>1pm<br>2pm | 11am<br>12pm<br>1pm<br>2pm |

2. How to Drop a Class in Student Planning 11.16.23