



How To...

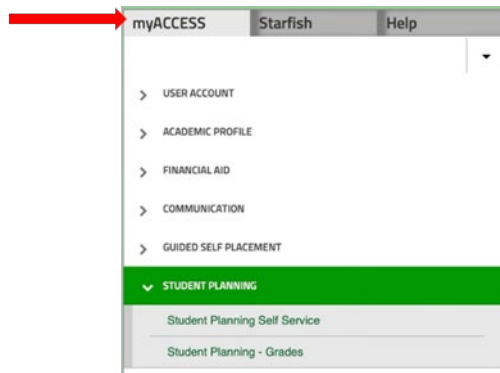
How to Drop a Class in Student Planning



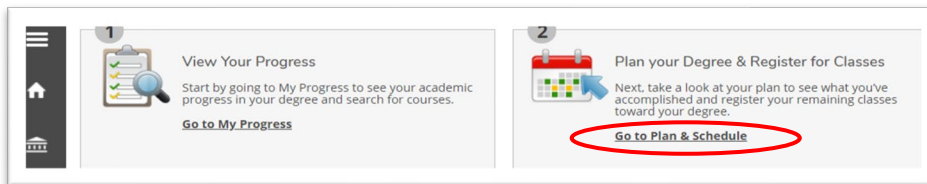
Before dropping, check the refund cut-off dates on your class schedule to determine if you will receive a refund. To view your class schedule go to the **Academics** menu in **Student Planning**, or the **Academic Profile** menu of **myACCESS** and click **My Class Schedule**.

- 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.

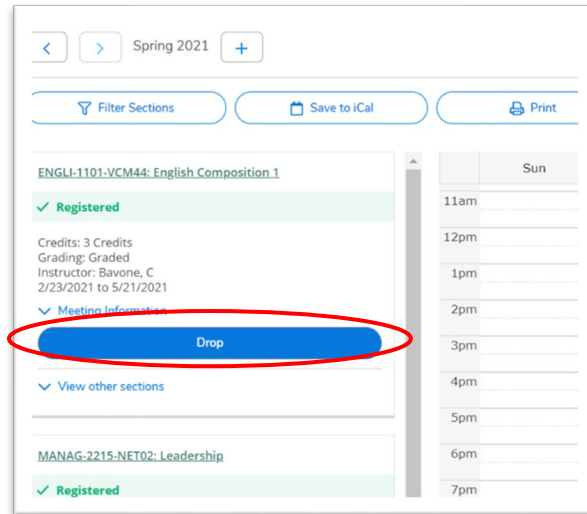
1. Log in to your **insideCOD Portal** by typing **inside.cod.edu** into your browser, or go to **cod.edu** then click on the **Quick Links** menu and click on **insideCOD Portal**.
2. Locate the **myACCESS** and click on **Student Planning**, then select **Student Planning Self-Service**.



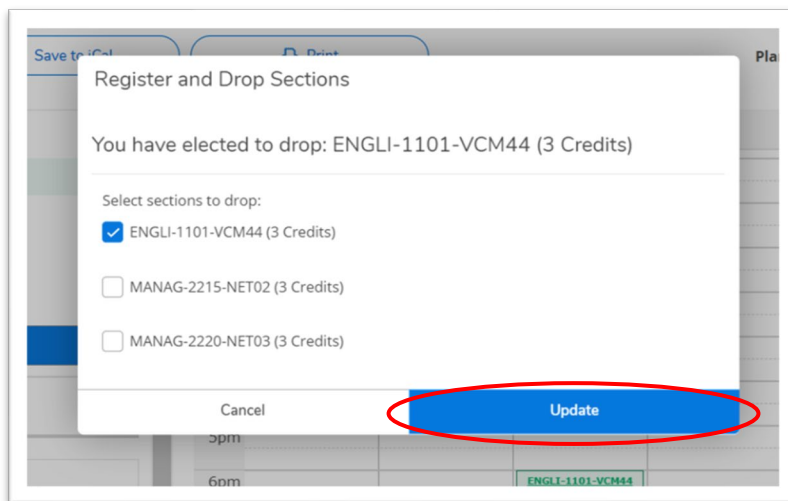
3. You will now see your academic information. Under **Plan your Degree & Register for Classes** click on **“Go to Plan & Schedule.”**



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



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



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.

