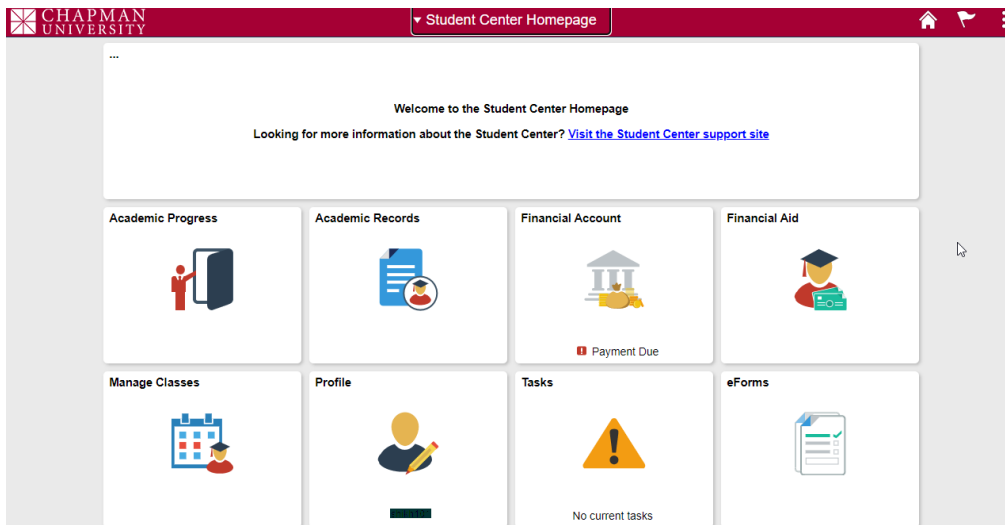


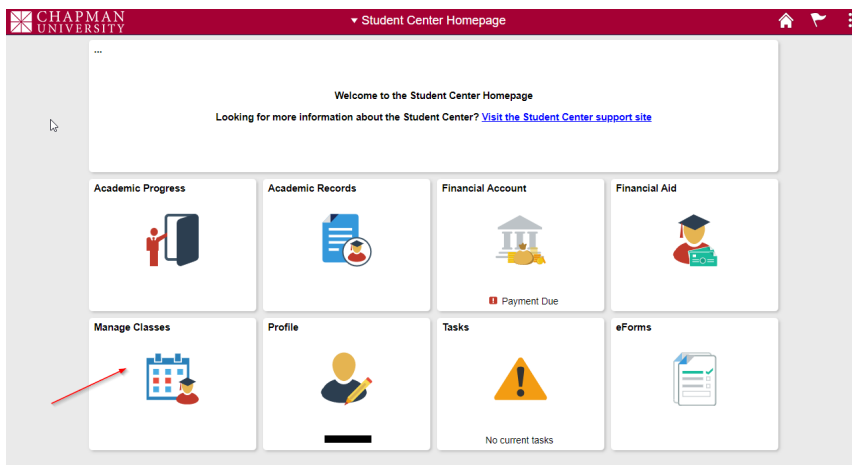
REFERENCE GUIDE
Dropping Classes
Studentcenter.chapman.edu

Access to the Student Center is provided through the studentcenter.chapman.edu link. Enter your regular Chapman User ID and Password. Click Login.

1. The Student Center Homepage Tiles:



2. Click on the Manage Classes tile to begin.



- It will open to your current class schedule. In the column on the left, select Drop Classes to proceed to drop a class.

View My Classes

Spring 2022 Undergraduate

Class Schedule **By Class** By Date

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

Printable Page

AVE 206 Mechanics of Motion

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Undergraduate Degree	

Class	Start/End Dates	Days and Times	Room
Class: 2577-02-Lecture	01/31/2022 - 05/21/2022	Days: Saturday Times: 1:00PM to 3:45PM	DMAC Computer Lab 117

Enrollment Deadlines

- Select a class or classes to drop then click on the Next button on the top right corner of the page.

Drop Classes

Spring 2022 Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Class: 2577-02-Lecture	AVE 206 Mechanics of Motion	Saturday 1:00PM to 3:45PM	DMAC Computer Lab 117	C. Bailey	3.00	Enrolled
<input checked="" type="checkbox"/>	Class: 1520-01-Lecture	HIST 103 U S History Survey II	Monday Wednesday 4:00PM to 5:15PM	Hashinger Science Center 220A	P. Cecil	3.00	Waiting
<input type="checkbox"/>	Class: 1702-01-Lecture	HIST 229 Experimental Course	Tuesday Thursday 10:00AM to 11:15AM	To be Announced	L. Nichter	3.00	Enrolled
<input type="checkbox"/>	Class: 2019-01-Lecture	POSC 110 Intro to American Politics	Tuesday Thursday 4:00PM to 5:15PM	To be Announced	K. Dalton	3.00	Waiting

- Review the classes that you want to drop and then click the green Drop Classes button on the top right of the page.

Drop Classes

Spring 2022 Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Visited

Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
Class: 2577-02-Lecture	AVE 206 Mechanics of Motion	Saturday 1:00PM to 3:45PM	DMAC Computer Lab 117	C. Bailey	3.00	Enrolled
Class: 1520-01-Lecture	HIST 103 U S History Survey II	Monday Wednesday 4:00PM to 5:15PM	Hashinger Science Center 220A	P. Cecil	3.00	Waiting

6. A confirmation box will appear. Click on the Yes box in order to proceed.

The screenshot shows the 'Drop Classes' interface. At the top, there is a navigation bar with 'Exit', 'Drop Classes', and '< Previous'. Below this, the page is titled 'Spring 2022 Undergraduate'. On the left, there are two steps: '1 Select Classes to Drop Complete' and '2 Review Classes to Drop Visited'. The main area is titled 'Step 2 of 2: Review Classes to Drop' and contains a table of classes to be dropped. A confirmation dialog box is overlaid on the table, asking 'Confirm that the following class(es) are to be dropped' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button.

Class	Description	Days and Times	Room	Instructor	Units	Status
Class: 2577-02-Lecture	AVE 206 Mechanics of Motion	Saturday 1:00PM to 3:45PM	DMAC Computer Lab 117	C. Bailey	3.00	Enrolled
Class: 1520-01-Lecture	HIST 103 U S History Survey II	Monday Wednesday 4:00PM to 5:15PM	Hashinger Science Center 220A	P. Cecil	3.00	Waiting

7. You will receive confirmation that the classes have been dropped.

The screenshot shows the 'Confirmation' page. At the top, there is a navigation bar with 'Student Center Homepage', 'Confirmation', and icons for home, flag, and menu. Below this, a green banner reads 'The process is complete please see results below'. On the left, there is a sidebar with navigation options: 'Class Schedule', 'Shopping Cart', 'Class Search and Enroll', 'Drop Classes' (highlighted), 'Update Classes', 'Swap Classes', and 'Enrollment Dates'. The main area displays two confirmation messages, each with a green checkmark and the text 'This class has been dropped.'.

- ✓ AVE 206 - Mechanics of Motion
This class has been dropped.
- ✓ HIST 103 - U S History Survey II
This class has been dropped.