

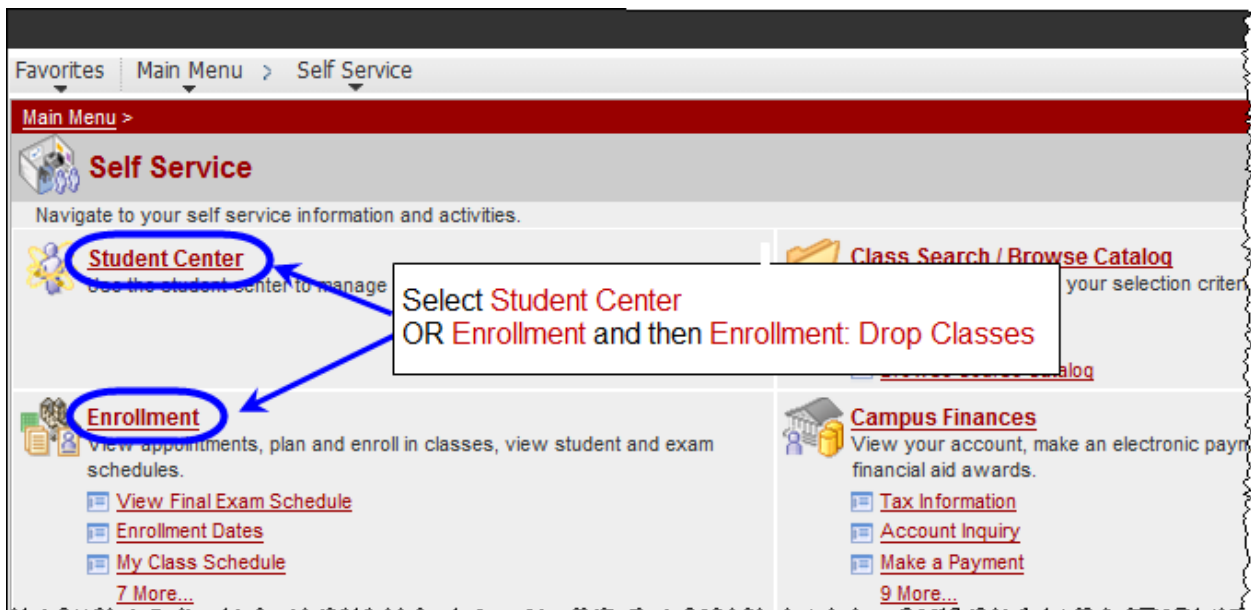
MyView

Drop a Class from Your Schedule in MyView

1. Login to MyView at <http://myview.umsl.edu>. Click on the **Self Service** menu option.

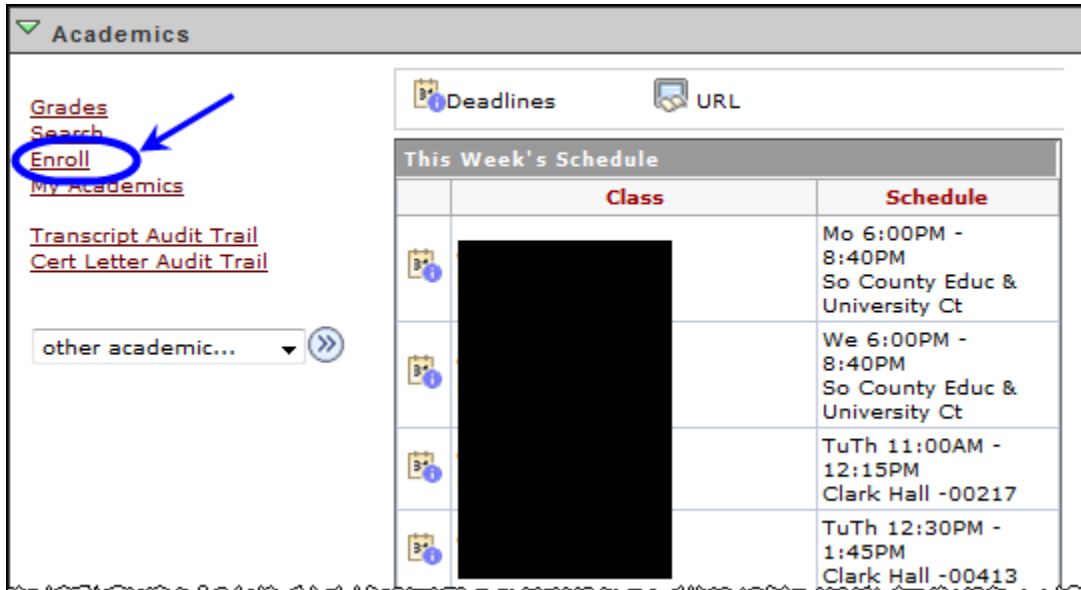


2. Click on the **Student Center** menu and go to step 3.
OR an alternate path would be to click on Enrollment and then from the Enrollment menu, click on Enrollment: Drop Classes and go to step 4.

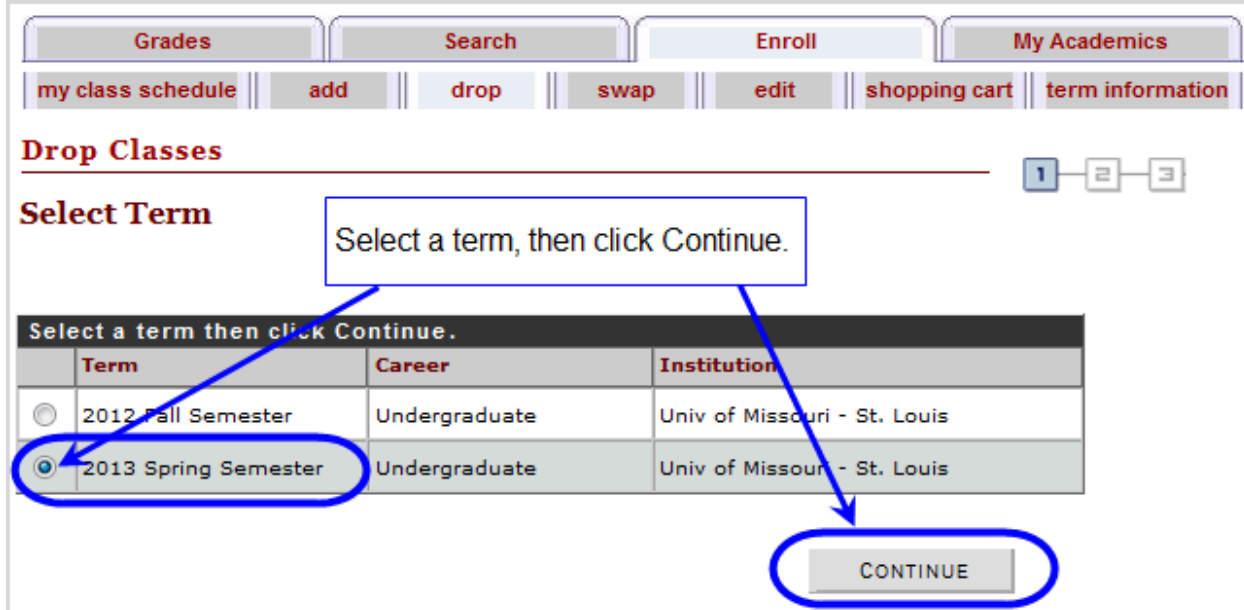


MyView

3. On your Student Center page, in the Academics section, click the **Enroll** link.



4. On the "drop" tab, **select the term** and then click the **Continue** button.



5. Select the class or classes you want to drop and click the **Drop Selected Classes** button.

Grades Search Enroll My Academics

my class schedule add drop swap edit shopping cart term information

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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✓ Enrolled ⊗ Dropped ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ART HS 1100-003 (12751)	Intro To Western Art (Lecture)	TuTh 9:30AM - 10:45AM	Lucas Hall - 00203	M. Quigley	3.00	✓
<input checked="" type="checkbox"/>	ST ART 1133-E01 (12478)	Intro To Fibers & Textil (Studio)	Tu 6:00PM - 9:30PM	Fine Arts Building - 00128	M. Picker	3.00	✓
<input type="checkbox"/>	ST ART 3311-001 (12523)	Graphic Design IV (Studio)	MoWe 3:30PM - 6:00PM	Fine Arts Building - 00216	J. Mcknight	3.00	✓

[DROP SELECTED CLASSES](#)

My 2013 Spring Semester Class Schedule

✓ Enrolled ⊗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ART HS 1100-003 (12751)	Intro To Western Art (Lecture)	TuTh 9:30AM - 10:45AM	Lucas Hall - 00203	M. Quigley	3.00	✓
ST ART 1133-E01 (12478)	Intro To Fibers & Textil (Studio)	Tu 6:00PM - 9:30PM	Fine Arts Building - 00128	M. Picker	3.00	✓
ST ART 3311-001 (12523)	Graphic Design IV (Studio)	MoWe 3:30PM - 6:00PM	Fine Arts Building - 00216	J. Mcknight	3.00	✓

MyView

6. The Confirm your selection page will display. Click the **Finish Dropping** button to process your drop request. To exit without dropping these classes, click Cancel.

Grades Search Enroll My Academics

my class schedule add drop swap edit shopping cart term information

Drop Classes

1 2 3

2. Confirm your selection

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

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Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ST ART 1133-E01 (12478)	Intro To Fibers & Textil (Studio)	Tu 6:00PM - 9:30PM	Fine Arts Building - 00128	M. Picker	3.00	✓

CANCEL PREVIOUS **FINISH DROPPING**

7. The View Results page will display. You should see **Success** as the status for your drop request. Select **Student Center** from the dropdown box to return to your student center page.

Grades Search Enroll My Academics

my class schedule add drop swap edit shopping cart term information

Drop Classes

1 2 3

3. View results

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

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Success: dropped Error: unable to drop class

Class	Message	Status
ST ART 1133	Success: This class has been removed from your schedule.	✓

MAKE A PAYMENT MY CLASS SCHEDULE

go to ... Account Inquiry My Academics **Student Center** User Preferences go to ...