

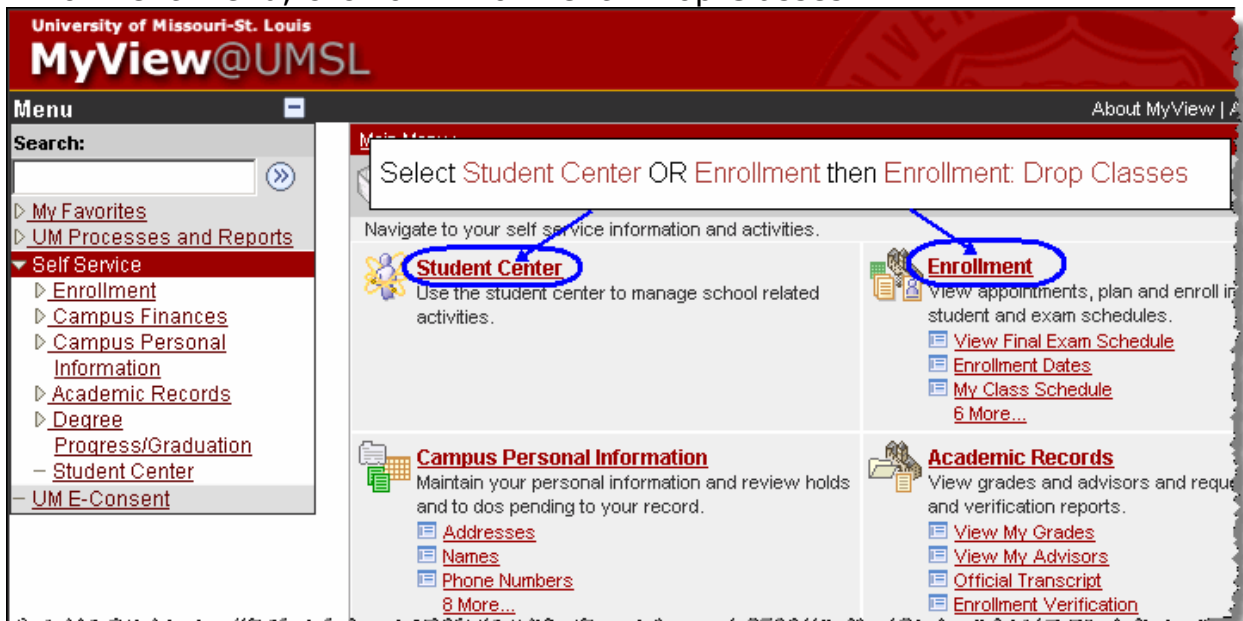
# MyView

## Drop a Class from Your Schedule in MyView

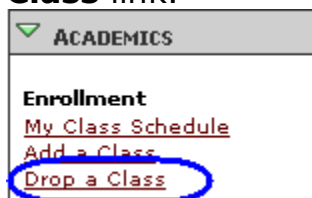
1. Login to MyView at <http://myview.umsl.edu>. Click on the **Self Service** menu option.



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



3. On your Student Center page, in the Academics section, click the **Drop a Class** link.



# MyView

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

my class schedule class search add drop swap edit

Drop Classes 1 2 3

Select Term

Select a Term, then click Continue.

Continue

	Term	Career	Institution
<input type="radio"/>	2008 Summer Semester	Undergraduate	Univ of Missouri - St. Louis
<input checked="" type="radio"/>	2008 Fall Semester	Undergraduate	Univ of Missouri - St. Louis

Continue

My Class Schedule Class Search Add Drop Swap Edit

go to ... >>

5. Select the class(es) you want to drop and click the **Drop Selected Classes** button.

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Drop Classes 1 2 3

1. Select Classes To Drop

Select the classes to drop and click Drop Selected Classes.

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis Change Term

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input checked="" type="checkbox"/>	ANTHRO 2190-001 (14544)	Spec Top In Archaeology (Lecture)	TBA	TBA	Staff	3.00	✓
<input type="checkbox"/>	ENGL 1100-001 (11451)	Freshman Composition (RSD)	MoWe 8:00AM - 9:15AM	Lucas Hall - 00206	Staff	3.00	✓

Drop Selected Classes

# 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.

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## 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	Location	Instructor	Units	Status
<a href="#">ANTHRO 2190-001 (14544)</a>	Spec Top In Archaeology (Lecture)	TBA	TBA	Staff	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.

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## 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
ANTHRO 2190	<b>Success:</b> This class has been removed from your schedule.	✓

Make a Payment My Class Schedule

go to ...  
Account Inquiry  
My Class Schedule  
**Student Center**  
go to ...