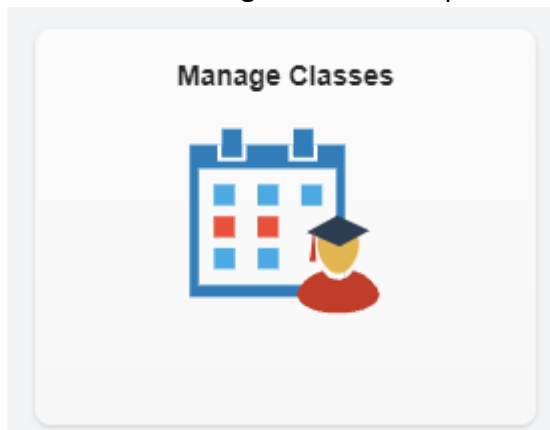


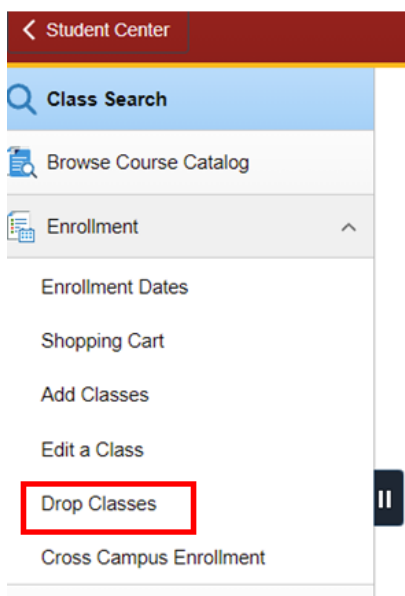
Students may drop courses in MyView without instructor approval through the eighth week of classes for a regular semester, and the fourth week of classes for an eight week session. Students with specific academic holds may be required to obtain approval from their advisor before dropping courses.

If you are trying to drop a course for the current semester ***outside the time-periods*** mentioned above, please use MyGateway <https://mygateway.umsl.edu/index.cfm>

1. Login to MyView at <http://myview.umsl.edu> .  
Click on the Manage Classes tile option.



2. On the left side of the screen, look for the word **Enrollment** and click the drop down arrow. After that, click on **Drop Classes** to begin.



3. Select the Term (if applicable, otherwise skip to step 4)

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2021 Fall Semester	Undergraduate	Univ of Missouri - St. Louis
<input type="radio"/>	2022 Spring Semester	Undergraduate	Univ of Missouri - St. Louis

Continue

4. Select the class or classes you want to drop by clicking the checkbox on the left. Then click the **Drop Selected Classes** button.

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2021 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

Enrolled
  Dropped
  Wait Listed

2021 Fall Semester Enrollment Request

Select	Class	Description	Days/Times	Room	Instructor	Units	Stat
<input checked="" type="checkbox"/>	ANTHRO 1037-001 (13814)	Wndrs Greece Intro Grk Hst&Cul (Lecture)	TBA Tu 2:00PM - 3:15PM Tu 2:00PM - 3:15PM Tu 2:00PM - 3:15PM Tu 2:00PM - 3:15PM	Online Social Science Business -00215 Social Science Business -00215 Social Science Business -00215 Social Science Business -00215	[Redacted]	3.00	✓
<input type="checkbox"/>	CHEM 1062-001 (12204)	Org & Biochem/Hlth Profs (Lecture)	Mo 8:00AM - 9:15AM TBA	Benton Hall -00235 Online	[Redacted]	2.00	✓

Drop Selected Classes

- 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.

## 2. Confirm your selection

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

2021 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

✔ Enrolled
✖ Dropped
⚠ Wait Listed

### 2021 Fall Semester Enrollment Shopping Cart

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTHRO 1037-001 (13814)	Wndrs Greece: Intro Grik Hst&Cul (Lecture)	TBA Tu 2:00PM - 3:15PM Tu 2:00PM - 3:15PM Tu 2:00PM - 3:15PM Tu 2:00PM - 3:15PM	Online Social Science Business -00215 Social Science Business -00215 Social Science Business -00215 Social Science Business -00215	[REDACTED]	3.00	✔

- The View Results page will display. You should look for “Success: This class has been removed from your schedule” as the status for your drop request, with a green check mark under the Status section.

Select My Class Schedule to view your updated schedule


View results

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

2022 Spring Semester | Undergraduate | Univ of Missouri - St. Louis

 Success: dropped  Error: unable to drop class

2022 Spring Semester Enrollment Shopping Cart

Class	Message	Status
ASTRON 1001	Success: This class has been removed from your schedule.	

[My Class Schedule](#)