

Dropping Courses in MyView

Please note that if you are a degree seeking student who is attempting to drop their last/only course, you will not be able to. Please complete the **Withdrawal Survey and Registration will complete the drop process for the class(es).*

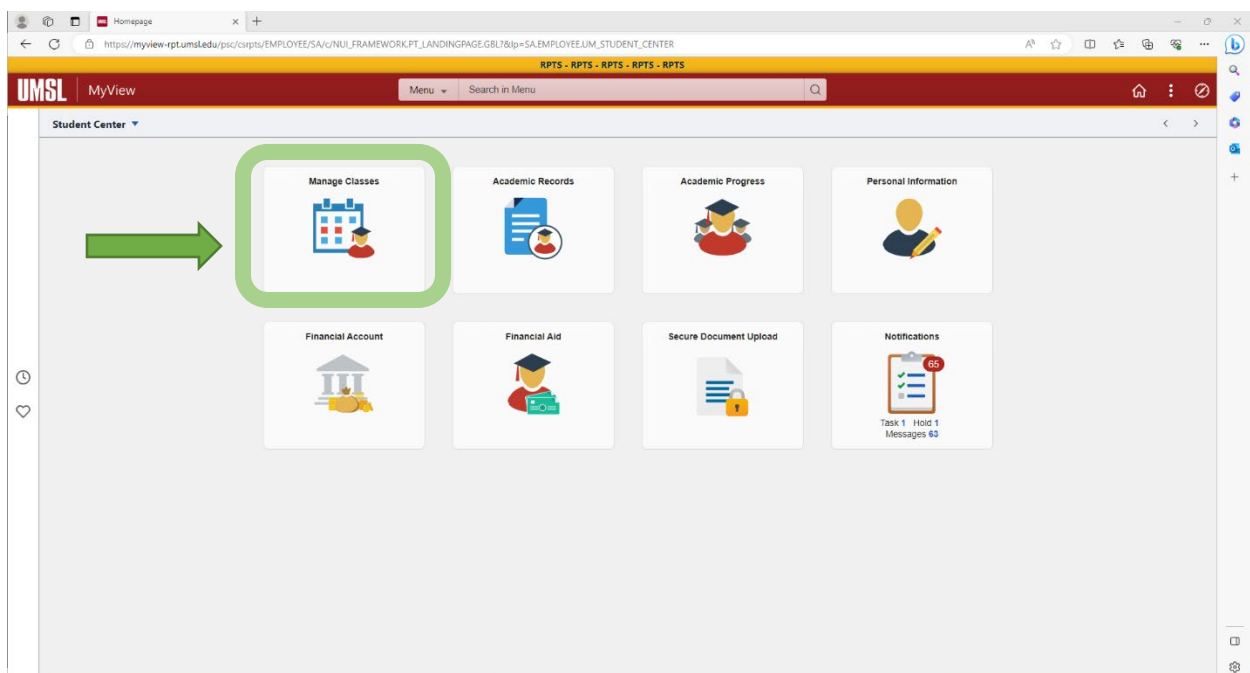
Link for the Withdrawal Survey:

https://apps.umsl.edu/webapps/ITS/withdrawal_survey/login.cfm

Step One

If you are wanting to drop a course in MyView, you will first select **Manage Classes** in your MyView app.

Login link for MyView: <https://myview.umsl.edu/>



Step Two

On the left-hand side of the page, click on **Enrollment**. In the drop-down menu, select **Drop Classes**.

The screenshot shows the 'Student Manage Classes' interface. On the left sidebar, the 'Enrollment' menu is expanded, and 'Drop Classes' is highlighted. In the main content area, the 'Enter Search Criteria' form is visible. Green arrows point to the 'Enrollment' menu item and the 'Drop Classes' option in the sidebar.

Step Three

Select the course that you want to drop, and then click **Drop Selected Classes**.

The screenshot shows the 'Enrollment Drop Classes' page. A table titled '2023 Fall Semester Enrollment Request' is displayed. The first row is selected, and the 'Drop Selected Classes' button is highlighted. Green arrows point to the 'Select' checkbox and the 'Drop Selected Classes' button.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ACCTNG 5405-002 (3128)	Prof Accountancy II (Lecture)	MoWe 11:00AM - 12:15PM	Anheuser-Busch Hall - 0002	J. Reynolds Moehrle	3.00	✓

Step Four

Click on **Finish Dropping**.

The screenshot shows a web browser window with the URL https://myview-rpt.ums.edu/psc/crpts/EMPLOYEE/SA/C/NUJ_FRAMEWORKPT_AGSTARTPAGE_NULGBLCONTEXTIDPARAMS=TEMPLATE_ID%3A4P1PPNAVCOL&scname=ADMIN_STUDENT_MANAGE_CLASSES&PanelCollapsible=Y.... The page title is "Student Manage Classes".

The main content area displays the following information:

- Section: 2. Confirm your selection
- Instruction: Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.
- Semester: 2023 Fall Semester | Graduate | Univ of Missouri - St. Louis
- Enrollment Status Legend: Enrolled, Dropped, Wait Listed
- Table: 2023 Fall Semester Enrollment Shopping Cart

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCTNG 6405-002 (13126)	Prof Accountancy II (Lecture)	MoWe 11:00AM - 12:15PM	Anheuser-Busch Hall - 00002	J. Reynolds Moehrle	3.00	✓

Below the table are three buttons: "Cancel", "Previous", and "Finish Dropping". The "Finish Dropping" button is highlighted with a green border, and a large green arrow points upwards towards it.

Step Five

Check in the **Status** tab and make sure that there is a checkmark. A checkmark means the drop was successful, but if there is an **X**, then the drop was **not successful**. For these cases, please reach out to your advisors.

The screenshot shows the 'Student Manage Classes' interface. The main content area displays '3. View results' and 'View the results of your enrollment request. Select Fix Errors to make changes to your request.' Below this, it shows '2023 Fall Semester | Graduate | Univ of Missouri - St. Louis' and a summary bar with 'Success: dropped' and 'Error: unable to drop class'. A table titled '2023 Fall Semester Enrollment Shopping Cart' is shown with the following data:

Class	Message	Status
ACCTNG 5405	Error: You cannot drop this class. Degree seeking students who want to drop their last class must complete a withdrawal request. Please log into MyGateway and select the Withdrawal Request tile. Or you may complete the request to withdraw here: https://apps.umsi.edu/webapps/ITS/withdrawal_survey/login.cfm Once you complete the request form, it will be sent to the Registrar's Office to process. Please allow a couple of days for processing. For questions or guidance e-mail withdrawal@umsi.edu or call 314-516-5545	X

A green arrow points to the 'Status' column of the table, which contains an 'X'.