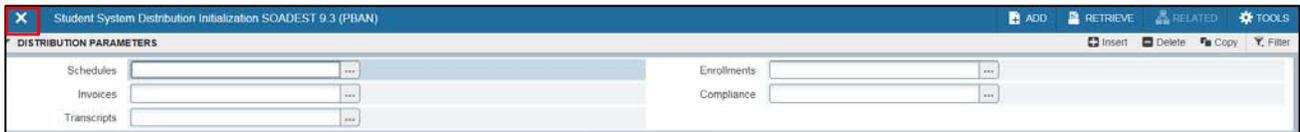


How to drop a class in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Student Course Registration or SFAREGS.
3. Click the X at top left corner to close the Distribution Parameters screen.



4. Enter the following information in the search screen:
 - a. Registration term code
 - b. Banner ID



5. Click the Go button to find the record 
6. Click the Next section button  in the bottom left hand corner of the screen to move to the Course Information section.



YOU MAY NOT DROP A COURSE AFTER THE COURSE ADJUSTMENT PERIOD. Please check the Academic calendar for the last day to add or drop a course for each term.

7. Click in the status field of the course you would like to drop and enter DD.

COURSE INFORMATION										
Section Detail		View Detailed Results								
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
81267	MUSC	1715	001	S	1.000	1.000	1.000	1.000	RW	UG
80183	ENGL	1100	013	S	3.000	3.000	3.000	3.000	RW	UG
80337	MATH	0045	042	S	0.000	0.000	0.000	0.000	DD	UG
82775	HLTH	1000	025	S	2.000	2.000	2.000	2.000	RW	UG

8. Click the Save button 2 times in the bottom right corner of the screen to save the record.

9. A confirmation message will display confirming the record was updated.