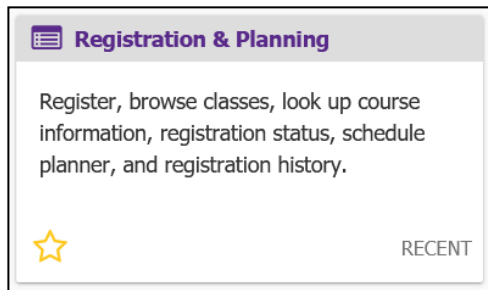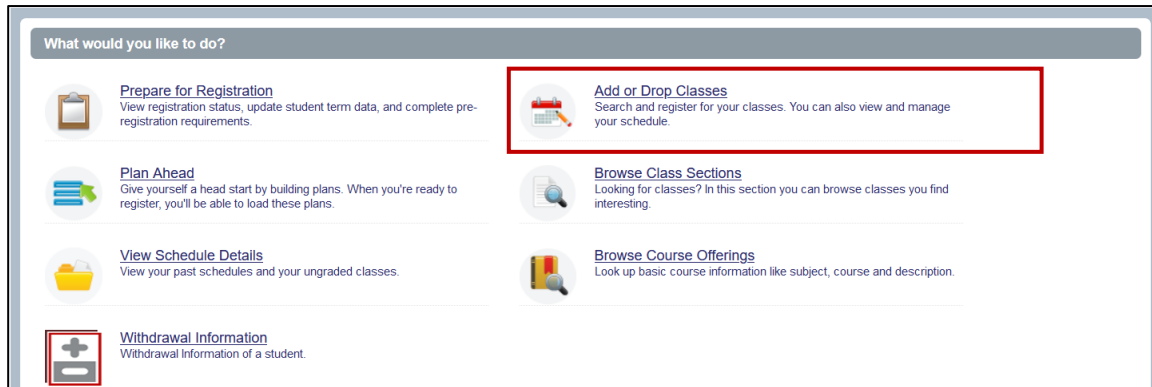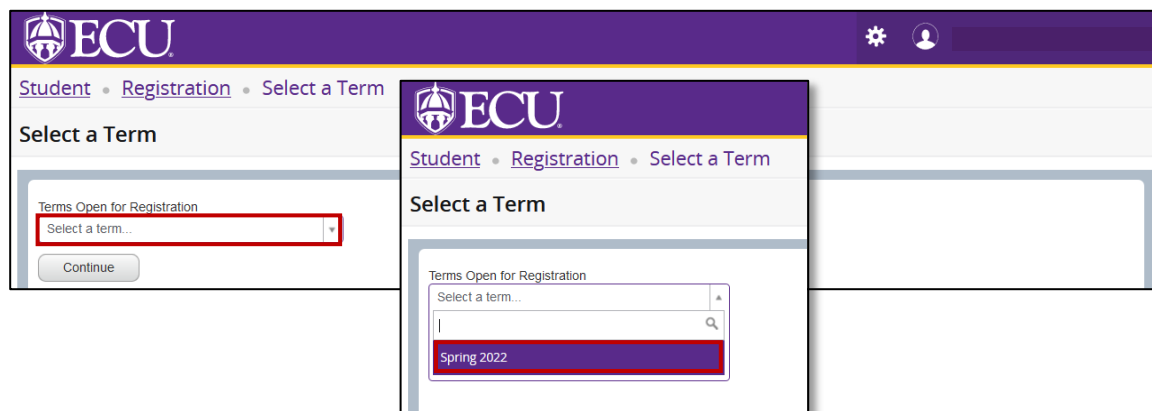# How to drop a class

1. Log into Pirate Port.

2. Click on the Registration & Planning Card.

3. Click on the Add or Drop Classes link.

4. Select Registration Term from the Terms Open for Registration pull down menu.

5. **Undergraduate Students:** Enter your Registration PIN and click the Continue button. Please contact your advisor for your Registration PIN.
   Graduate Students: Click the Continue button.

6. In the Summary window, **select **Web Dropped** from the Action pull down menu** next to the class you would like to drop.

7. **Click** on the **Submit** button.

8. A Save Successful notification (in green) is displayed in the top right hand corner of the screen if the course drop was successful, and the week-at-a-glance schedule and summary screens are updated to show the dropped course status as *Deleted*.

Save Successful

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Career Withdrawals
Withdrawal Credits Used : 0
Withdrawal Credits Remaining : 16

Enter Your Search Criteria ⓘ
Term: Spring 2022

Subject	
Course Number	
Keyword	
Level	

Schedule | Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Panels ▾

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Financial Management	FINA 3724, 001	0	32082	Lecture	*Deleted*	None ▾

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit