

## 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.

What would you like to do?									
Ê	Prepare for Registration View registration status, update student term data, and complete pre- registration requirements.		Add or Drop Classes Search and register for your classes. You can also view and manage your schedule.						
=	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.		Browse Class Sections Looking for classes? In this section you can browse classes you find interesting.	-					
-	View Schedule Details View your past schedules and your ungraded classes.	L	Browse Course Offerings Look up basic course information like subject, course and description.						
+	Withdrawal Information Withdrawal Information of a student.								

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

<b>ECU</b>		* (1)
Student • Registration • Select a Term	⊕ECU	
	Student • Registration • Select a Term	
Terms Open for Registration Select a term Continue	Select a Term	
	Spring 2022	

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.

Student • Registration • Select a Term							
Select a Term							
Terms Open for Registration Spring 2022							
Registration PIN*							
Continue							

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

🗊 Summary											
Title	Details	Hours	CRN	Schedule Type	Status	Action		\$.			
Financial Management	FINA 3724, 001	3	32082	Lecture	Registered	None					
						None					
						**Web Dropped**					

7. Click on the Submit button.

Summary										
Title	Details	Hours	CRN	Schedule Type	Status	Action		\$.		
Financial Management	FINA 3724, 001	3	32082	Lecture	Registered	**Web Dropped	** 🔻			
Total Hours   Registered: 3   Billing: 3   CEU: 0   Min: 0   Max: 18										
							Submit			

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*.

Student • Registration • Select a Term • Register for Classes				Save Suc	cessful			
Register for Classes								
Find Classes Enter CRNs Schedule and Options								
Career Withdrawals Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16								^
Enter Your Search Criteria 0 Term: spring 2022								
Subject								
Course Number								
Keyword								
Level								~
Schedule III Schedule Details	•	Summary						
Class Schedule for Spring 2022		Title	Details	Hours CRN	Schedule T	vpe Status	Action	¢.
6am	^	Financial Management	FINA 3724, 001	0 32082	Lecture	Deleted	None	¥
7am	- 1							
8am	- 1	•						
9am		12						
10am	~	Total Hours   Registered: 0   Bil	lling: 0   CEU: 0   Min: 0	Max: 18				
Panels •								Submit