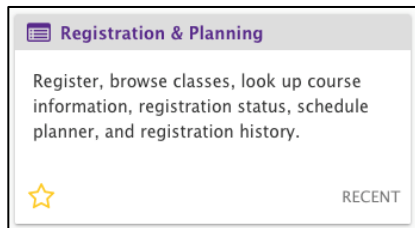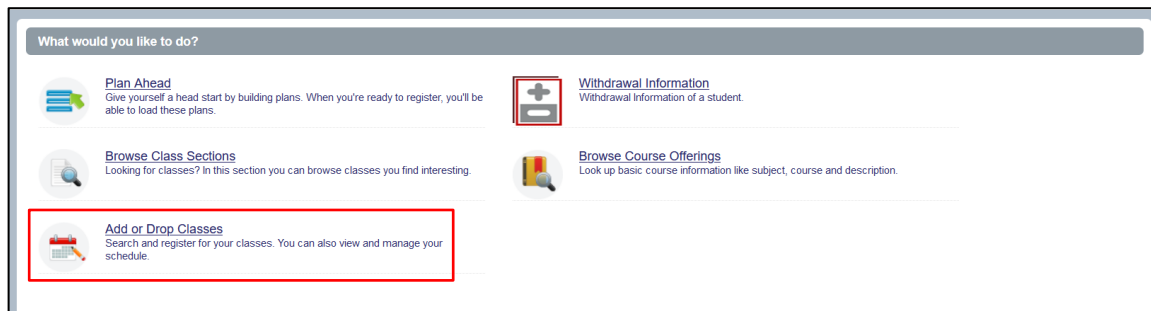# How to drop a Class for a student in Registration & Planning
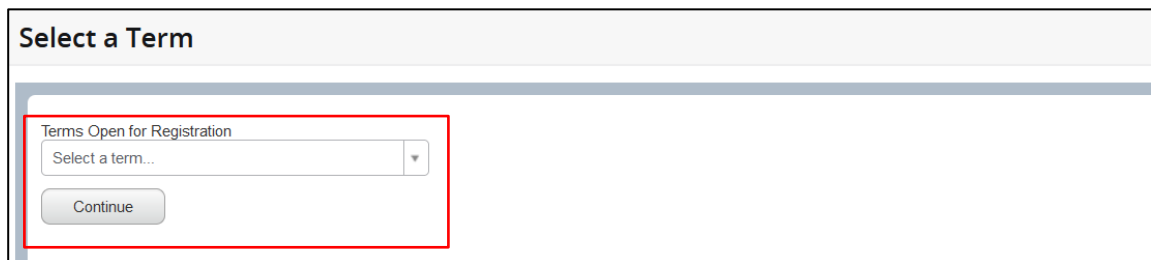
1. Log into PiratePort.

2. Click the Registration & Planning card in PiratePort.

3. Click on Add or Drop Classes.

4. Select the Term for registration and click continue.

5. Enter the Students Banner ID or Name. **No PIN is required.**

6. Click Continue.

7. In the Summery window, select **Web Dropped** from the action pull down menu for the section you would like to drop.

8. Click Submit to drop the class from the student's schedule.

9. The section has been deleted from the student's schedule.

10. Click Submit again to remove the Deleted section from the Summary window.