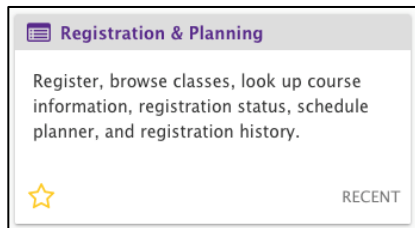
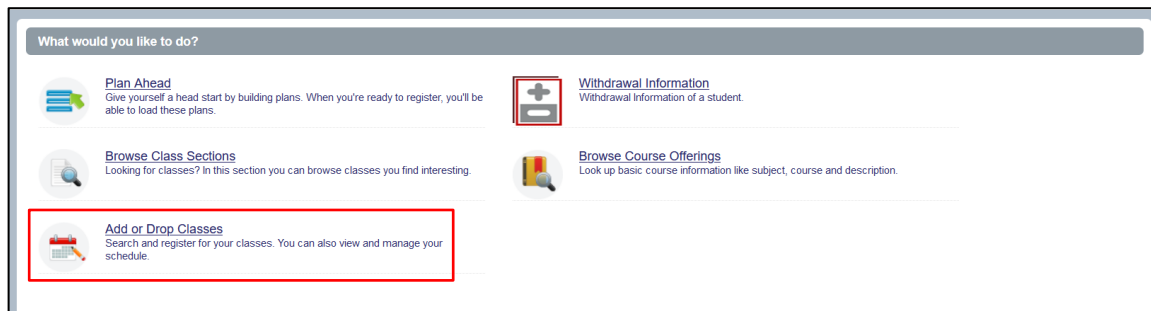


How to drop a Class for a student in Registration & Planning

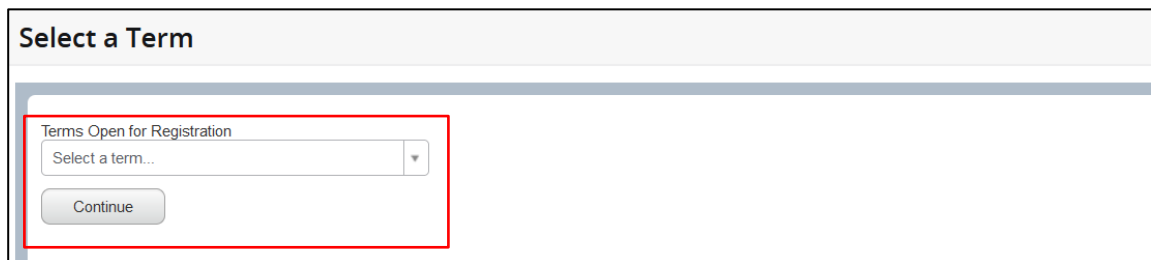
1. Log into PiratePort.
2. Click the Registration & Planning card in PiratePort.



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.**



- Click Continue.
- In the Summary window, select ****Web Dropped**** from the action pull down menu for the section you would like to drop.

Title	Details	Hour	CRN	Schedule Type	Status	Action	Inst
Accounting Informati...	ACCT 385...	3	80049	Lecture	Registered	None	Face
Professional Develo...	BUSI 3200,...	2	80046	Lecture	Registered	**Web Dropped**	Face

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

Title	Details	Hour	CRN	Schedule Type	Status	Action	Inst
Accounting Informati...	ACCT 385...	3	80049	Lecture	Registered	None	Face
Professional Develo...	BUSI 3200,...	2	80046	Lecture	Registered	**Web Dropped**	Face

Total Hours | Registered: 5 | Billing: 5 | CEU: 0 | Min: 0 | Max: 21

Submit

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

Student • Registration • Select a Term • Register for Classes

Save Successful

Register for Classes

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

Enter Your Search Criteria
Term: Fall 2022

Class Schedule for Fall 2022

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

Title	Details	Hour	CRN	Schedule Type	Status	Action	Inst
Accounting Informati...	ACCT 385...	3	80049	Lecture	Registered	None	F
Professional Develo...	BUSI 3200,...	0	80046	Lecture	Deleted	None	F

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21

Submit

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