

# How to Drop a Class in WINGS Student Center

After the first 10 days of a semester (deadline is shorter for shorter classes & Winter/Summer), you must have permission from your instructor or advisor to drop a class.

1. Click the **Enroll** link in the **Academics** section at the top of the page

Stryker's Student Center

**Academics**

Search Plan **Enroll** My Academics Schedule Planner

other academic... >>

Click to drop

Click to find the drop deadlines

Deadlines URL

**This Week's Schedule**

	Class	Schedule
	PSY 241-01 LEC (1967)	MoWeFr 8:50AM - 9:45AM Room TBA
	THA 110-09 LEC (2073)	MoWe 9:55AM - 10:50AM Room TBA
	WGS 316-01 LEC (4890)	TuTh 11:00AM - 12:25PM

2. Select the **Drop** tab.
3. Select the appropriate term and click the **Continue** button. (This step will not be necessary if there is only one active term.)

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go to ... >>

Search Plan **Enroll** My Academics

My Class Schedule | Add **Drop** | Swap | Term Information

Drop Classes 1 2 3

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2020	Undergraduate	UW-La Crosse
<input type="radio"/>	Summer 2020	Undergraduate	UW-La Crosse
<input type="radio"/>	Fall 2020	Undergraduate	UW-La Crosse

CONTINUE

- Read the cautions at the top in red and take them into account when continuing. Then select the course you wish to drop and click **Drop Selected Classes**.

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Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | Term Information

Drop Classes 1 2 3

### 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

**Please note:**

- If you drop all of your classes you will still be required to pay the non-refundable \$25 Registration Fee that is assessed once per term. [Refund Schedules](#)
- If a class is dropped at any time before the end of the day on the 5th day of classes, textbooks are required to be returned within 24 hours of dropping the class or charges will apply. Please refer to the [Textbook Services Policy](#)

**Please take note.**



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Change Term

Enrolled
  Dropped
  Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	PSY 241-01 (1967)	Social Psychology (Lecture)	MoWeFr 8:50AM - 9:45AM	TBA	B. Gercek Swing	3.00	✓
<input type="checkbox"/>	THA 110-09 (2073)	Theatre Apprec (Lecture)	MoWe 9:55AM - 10:50AM	TBA	A. Kolbe	2.00	✓
<input type="checkbox"/>	WGS 316-01 (4890)	Gender and Religion (Lecture)	TuTh 11:00AM - 12:25PM	TBA	M. Khan	3.00	✓

Drop Selected Classes

- On the next screen, verify that the course is correct and click **Finish Dropping**.

### 2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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Enrolled
  Dropped
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSY 241-01 (1967)	Social Psychology (Lecture)	MoWeFr 8:50AM - 9:45AM	TBA	B. Gercek Swing	3.00	✓

- View your results.

- a. A green check mark ✓ in the status field indicates that you have successfully dropped that course.
- b. A red ✗ indicates that you have not successfully dropped the course. If you received a ✗, you no longer have permission to drop the course on your own. Read the error text to find out why. If you have further questions about why you could not drop, contact the Records and Registration Office.

Stryker Eagle go to ...

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)


Drop Classes 1 2 3

### 3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

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✓ Success: dropped	✗ Error: unable to drop class	
Class	Message	Status
PSY 241	Message: You have been given a grade of W for this class.	✓







7. View your course schedule after this step to ensure that you have successfully dropped all desired courses. Click on the **My Class Schedule** button underneath the results table.

#### Please note:

- **Important:** If you receive an error when trying to drop, read the error message to find out why.
  - You cannot drop below 1 credit on your own. **For example, if you are taking one class over the summer, you cannot drop it without help.**
  - If you want to drop all of your classes for a Fall or Spring term, please contact the Student Life office at [studentlife@uwlax.edu](mailto:studentlife@uwlax.edu). If you are dropping all classes in Summer or Winter, please contact the Records and Registration office.
- After the first 10 days of a semester (deadline is shorter for shorter classes & Winter/Summer), you must have permission from your instructor or advisor to drop a class. If they give you electronic permission, follow the above steps to drop.

- The academic deadlines for your classes can be found by clicking on the calendar icon next to the course in your schedule in WINGS. Or go to [www.uwlax.edu/records/dates-and-deadlines/](http://www.uwlax.edu/records/dates-and-deadlines/)

Deadlines		URL
Fall 2020 Schedule		
	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM

- Refund dates are set by the Cashier's office and are often different than the academic drop deadlines. Tuition for 12-18 credits remains the same in the fall/spring terms. Contact the Cashier's office for information about fees and refund dates. All students are charged a non-refundable registration fee each term, whether or not you drop all of your courses before the semester starts. Check the Cashier's office for the exact amount.
- Questions?** If you have questions about what courses to sign up for, please contact your advisor or the Academic Advising Center in 1209 Centennial Hall or at [advising@uwlax.edu](mailto:advising@uwlax.edu). If you have a question about an error you are getting or you have trouble registering, contact the Records and Registration Office for assistance at [records@uwlax.edu](mailto:records@uwlax.edu) or 117 Graff Main Hall.