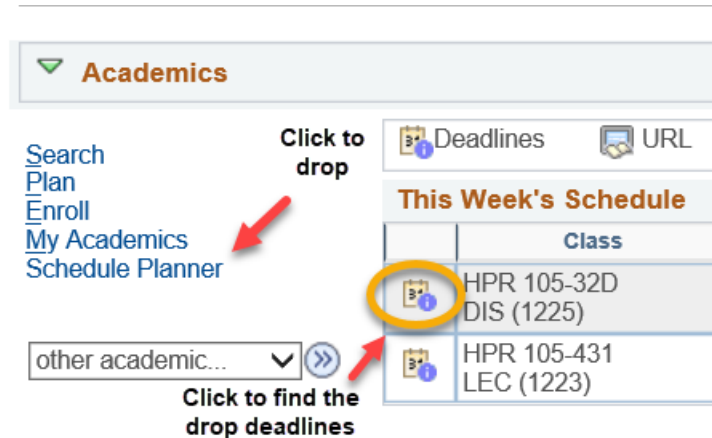


# How to Drop a Class in Schedule Planner

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 on the Schedule Planner link from your WINGS Student Center



2. Go to the **Current Schedule** in the top tab in Schedule Planner and click on **Edit or Drop Classes**.

**Tip:** the Drop box on the Current Schedule page in the screenshot below does not work. **You must click on the Edit or Drop Classes button** to get to the page where you can drop classes. See the next screenshot.



## My Current Schedule

Email **Edit or Drop Classes** Print

Status	Subject	Course	Section	Component	Day(s) & Location(s)	Actions	Instruction Mode
Enrolled	ACC	222	03	LEC	MWF 9:55am - 10:50am - Wimberly 229 229	<input type="checkbox"/> Drop	In Person
Enrolled	BLAW	205	03	LEC	MWF 11:00am - 11:55am - Wimberly 305 305	<input type="checkbox"/> Drop	In Person
Enrolled	ESC	101	13L	LAB	W 3:20pm - 5:20pm - Prairie Springs 1031 1031 W 3:20pm - 5:20pm - Cowley 204A 204A	<input type="checkbox"/> Drop	In Person
Enrolled	ESC	101	01	LEC	TTh 9:25am - 10:50am - Centennial 1309 1309	<input type="checkbox"/> Drop	In Person
Enrolled	IS	220	13D	DIS	W 5:30pm - 6:25pm - Wing 7 7	<input type="checkbox"/> Drop	In Person

A. Check **Drop** next to the course and click **Save**.

Plan Schedule Shopping Cart (0) Current Schedule (8) Help Sign out

### Edit or Drop Classes

Cancel Save

Course	Section	Class Settings	Actions
ACC-222	03		<input type="checkbox"/> Drop
BLAW-205	03		<input type="checkbox"/> Drop
ESC-101	13L		<input checked="" type="checkbox"/> Drop
IS-220	04		<input type="checkbox"/> Drop
MUS-105	01		<input type="checkbox"/> Drop

B. A window will pop up about the non-refundable registration fee and a reminder to return your textbooks.

**Please Note**

1. 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](#)
2. 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](#).

Cancel Confirm

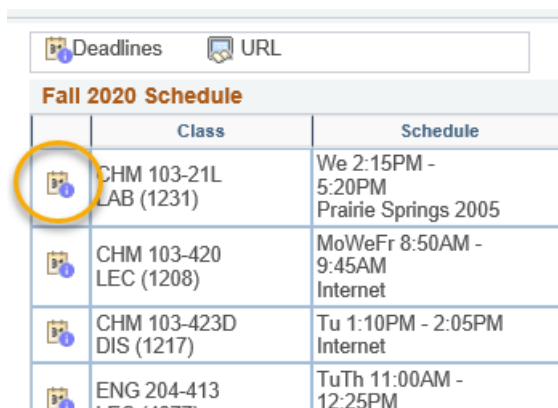
C. **Confirm**





D. On the next window, click **Save**.

E. Review your course schedule on the **Current Schedule** page to make sure everything is correct.

**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/)



	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 (1077)	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.