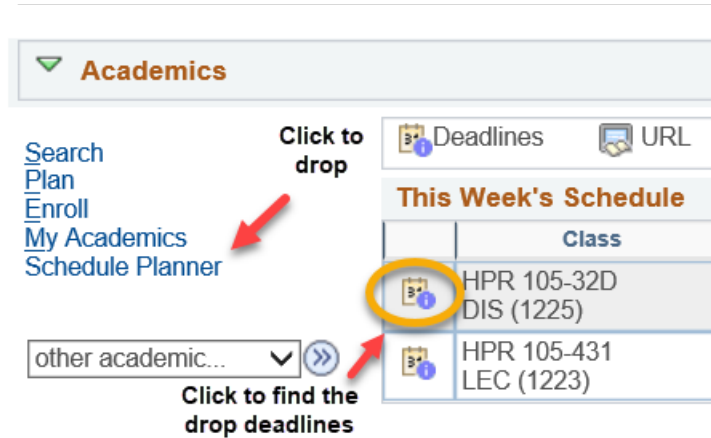


# Drop a Class in Schedule Planner

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 **Drop Classes**.

The screenshot shows the 'My Current Schedule for Fall 2024' page. At the top, there are navigation tabs: 'Build Schedule', 'Shopping Cart (3)', and 'Current Schedule (4)'. The 'Current Schedule (4)' tab is highlighted with a yellow circle. Below the tabs, there are buttons for 'Email', 'Swap', 'Drop Classes', and 'Print'. The 'Drop Classes' button is highlighted with a yellow circle. Below the buttons, there is a search box for 'Enter Class #' and a 'Register' button. Below the search box, there is a note: 'Add "," comma for multiple adds (e.g., 1234, 1200)'. Below the note, there is a table with the following columns: Status, Class #, Subject, Course, Section, Day(s) & Location(s), Dates, Credits, and Instruction Mode.

Status	Class #	Subject	Course	Section	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Enrolled	4881	FIN	355	05	TTh 12:05pm - 1:00pm - Arts 116 116	09/03/2024 - 12/10/2024	2	In Person
Enrolled	2197	MGT	308	02	MWF 1:10pm - 2:05pm - Cowley 215 215	09/04/2024 - 12/11/2024	3	In Person
Enrolled	1118	MGT	393	10	T 6:00pm - 8:45pm - Wimberly 326 326	09/03/2024 - 12/10/2024	3	In Person
Enrolled	4199	MKT	309	15	MTWTh 2:15pm - 3:10pm - Centennial 3105 3105	09/03/2024 - 12/11/2024	4	In Person
							12	

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

## Edit or Drop Classes for Fall 2024

Course	Section	Class Settings	Actions
ART-102	05		<input type="checkbox"/> Drop
GEO-110	03		<input type="checkbox"/> Drop
MKT-309	10		<input checked="" type="checkbox"/> Drop
MTH-150	15		<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**

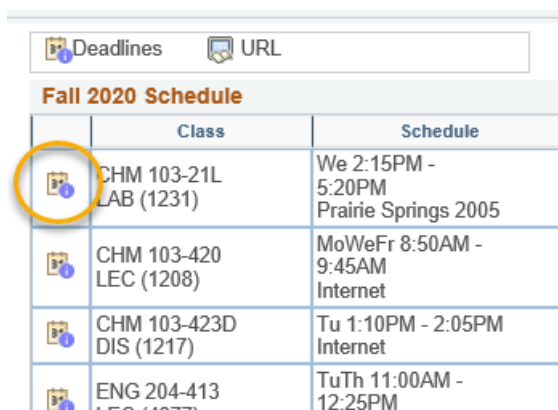
C. **Confirm**

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 classes for a Fall or Spring term after the term has started, this is considered withdrawing from the University. In that case, 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 complete the 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/)



The screenshot shows a web interface with a search bar containing 'Deadlines' and 'URL'. Below it is a table titled 'Fall 2020 Schedule'. The table has two columns: 'Class' and 'Schedule'. The first row is highlighted, and a calendar icon next to the class name 'CHM 103-21L LAB (1231)' is circled in orange.

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. Check the [Cashier's website](#) for the dates.
- **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.