Drop a Class in WINGS

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

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.)

4. 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**.

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

6. 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.

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.

    o 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.**

    o 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. 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/

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. 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. 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 or 117 Graff Main Hall.