

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

Stryker's Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

Click to drop

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

other academic... >>

Click to find the drop deadlines

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.)

Search Plan **Enroll** My Academics

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

Drop Classes

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Summer 2024	Undergraduate	UW-La Crosse
<input type="radio"/> Fall 2024	Undergraduate	UW-La Crosse

Continue

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**.

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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](#)

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[Change Term](#)

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ART 102-05 (4881)	Art Appreciation (Lecture)	TuTh 12:05PM - 1:00PM	Arts 116	D. Lombard	2.00	✔
<input type="checkbox"/>	GEO 110-03 (2476)	World Cultural Regions (Lecture)	MoWeFr 12:05PM - 1:00PM	Cowley 215	D. Sambu	3.00	✔
<input checked="" type="checkbox"/>	MKT 309-10 (1118)	Principles of Marketing (Lecture)	Tu 6:00PM - 8:45PM	Wimberly 326	N. Clift	3.00	✔
<input type="checkbox"/>	MTH 150-15 (4199)	College Algebra (Lecture)	MoTuWeTh 2:15PM - 3:10PM	Centennial 3105	B. Townsend	4.00	✔

[Drop Selected Classes](#)

5. 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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Class	Description	Days/Times	Room	Instructor	Units	Status
MKT 309-10 (1118)	Principles of Marketing (Lecture)	Tu 6:00PM - 8:45PM	Wimberly 326	N. Clift	3.00	✔

[Cancel](#)

[Previous](#)

[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.

Drop Classes



3. View results

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

Fall | Undergraduate | UW-La Crosse

✔ Success: dropped		✘ Error: unable to drop class	
Class	Message	Status	
MKT 309	Success: This class has been removed from your schedule.	✔	

[My Class Schedule](#)

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 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/

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 (1877)	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.