



Drop a Class

Once a student has enrolled in classes, changes to the enrollment scheduled may be processed using Student Self Service. This document shows how to drop a class from the enrollment schedule.

Step	Action
1.	After you sign-in to the MaineStreet Portal, click the Student Self Service link and then click the Student Center link to open the Student Center page. From the Student Center you can access your wish list and/or enroll in classes, drop classes and perform other enrollment activities.

The screenshot shows the MaineStreet Student Center interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this, the 'Academics' section is expanded, showing various links: 'Enrollment', 'My Class Schedule', 'Wish List', 'Enroll' (highlighted with a red circle), and 'My Academics'. Under 'Academic History', there are links for 'Grades', 'Degree Progress Report', 'Academic Summary', and 'Course History by Subject'. A dropdown menu shows 'other academic...'. To the right, there are icons for 'Deadlines', 'URL', and 'Gradebook'. Below these is a table titled 'This Week's Schedule' with columns for 'Class', 'Schedule', and 'Room'. The table lists several classes with their respective schedules and room numbers. Below the table is a 'weekly schedule' link. To the right of the Academics section, there is a 'SEARCH FOR CLASSES' button. Below that, the 'Message Center' shows 'You have 0 new and 2 old messages.' and a link to 'Open Message Center'. The 'Holds' section shows 'No Holds.'. The 'To Do List' section has a 'details' link. The 'Enrollment Dates' section has a 'Wish List Appointment' section with text about the 2012 Spring Regular Academic Session and enrollment dates for 2012 Spring, starting on October 17, 2011. There is also a 'details' link at the bottom of the Enrollment Dates section.

Reference Document

Topics for Students: Drop a Class



Step	Action
2.	In the <i>Academics</i> section of your Student Center, click on the Enroll link.

[Favorites](#) | [Main Menu](#) > Student Self Service

[My Class Schedule](#) | [Wish List](#) | [Enroll](#) | [My Academics](#)

[add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

[Help ?](#)

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2011 Fall	Undergraduate	University of Maine
<input type="radio"/>	2012 Spring	Undergraduate	University of Maine

[CONTINUE](#)

Step	Action
3.	Select the <i>drop</i> tab.



Reference Document Topics for Students: Drop a Class



Favorites Main Menu > Self Service > Student Center

go to ...

My Class Schedule	Wish List	Enroll	My Academics	
add	drop	swap	edit	term information

[Help ?](#)

Drop Classes



Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2011 Fall	Undergraduate	University of Maine
<input checked="" type="radio"/>	2012 Spring	Undergraduate	University of Maine

CONTINUE

Step	Action
4.	If you are active at several of the UMS Institutions, you will see a list of each active Term/Institution combinations. In the list, click the Term/Institution for which you want to select class/es to drop.

Reference Document

Topics for Students: Drop a Class



Favorites | Main Menu > Self Service > Student Center

go to ...

My Class Schedule	Wish List	Enroll	My Academics	
add	drop	swap	edit	term information

[Help?](#)

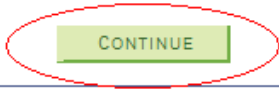
Drop Classes

1 2 3

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2011 Fall	Undergraduate	University of Maine
<input checked="" type="radio"/>	2012 Spring	Undergraduate	University of Maine



Step	Action
5.	Select the <i>Continue</i> button.



Reference Document Topics for Students: Drop a Class



Favorites | Main Menu > Self Service > Student Center

go to ...

My Class Schedule	Wish List	Enroll	My Academics
add	drop	swap	edit
term information			

[Help ?](#)

Drop Classes

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1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2012 Spring | Undergraduate | University of Maine

Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	PSY 100-0500 (3071)	General Psychology (Lecture)	MoWeFr 12:10PM - 1:00PM	Neville Hall 101	C. Dufour	3.00	<input checked="" type="checkbox"/>

Step	Action
6.	<p>On the Select classes to drop page, check the box in the <i>Select</i> column adjacent to each class you wish to drop.</p> <p>When ready, select the <input type="button" value="DROP SELECTED CLASSES"/> button.</p>

Reference Document

Topics for Students: Drop a Class



Favorites | Main Menu > Self Service > Student Center

go to ...

My Class Schedule	Wish List	Enroll	My Academics
add	drop	swap	edit
			term information

[Help ?](#)

Drop Classes

1 2 3

2. Confirm your selection

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

2012 Spring | Undergraduate | University of Maine

✔ Enrolled ✘ Dropped ▲ Wait Listed						
Class	Description	Days/Times	Room	Instructor	Units	Status
PSY 100-0500 (3071)	General Psychology (Lecture)	MoWeFr 12:10PM - 1:00PM	Neville Hall 101	C. Dufour	3.00	✔

CANCEL PREVIOUS FINISH DROPPING

Step	Action
7.	On the Confirm your selection page, select the FINISH DROPPING button.



Reference Document Topics for Students: Drop a Class



Favorites | Main Menu > Self Service > Student Center

go to ...

My Class Schedule	Wish List	Enroll	My Academics
add	drop	swap	edit
			term information

[Help ?](#)

Drop Classes

1 2 3

3. View results

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

2012 Spring | Undergraduate | University of Maine

✔ Success: dropped ✘ Error: unable to drop class		
Class	Message	Status
PSY 100	Success: This class has been removed from your schedule.	✔

MY CLASS SCHEDULE

Step	Action
8.	To confirm the class/es you dropped are no longer on your class schedule, click the MY CLASS SCHEDULE button.
9.	End of Procedure.