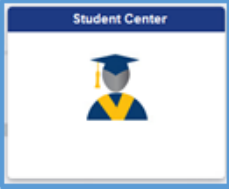
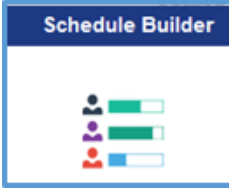
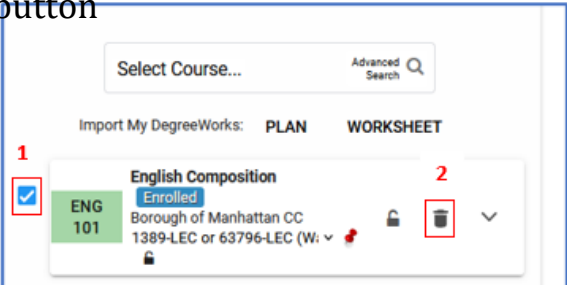
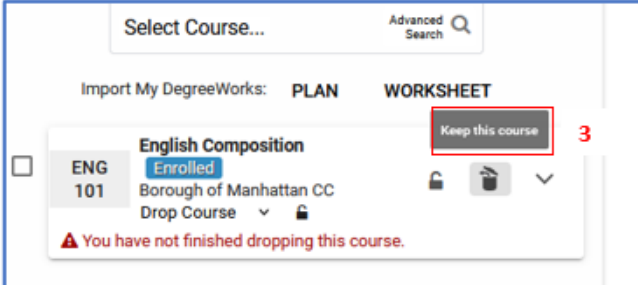




## How to Drop/Withdraw a class via Schedule Builder

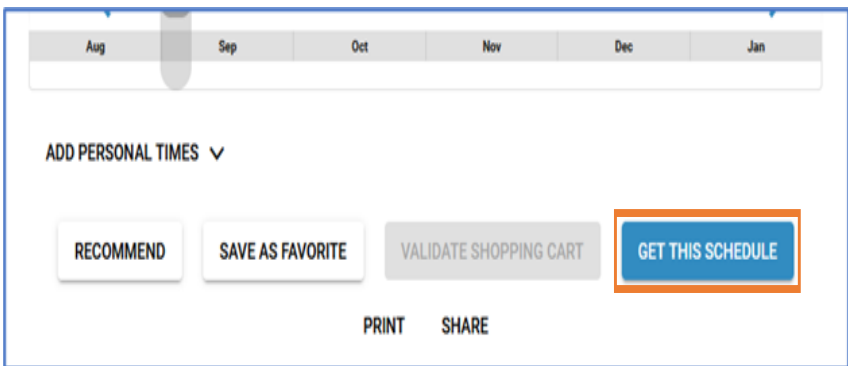
Please follow the steps in the table to drop/withdraw a class.

Step	Action										
1	<ul style="list-style-type: none"> <li>Log into CUNYfirst: <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a></li> <li>Go to "Student Center"</li> </ul>										
2	<ul style="list-style-type: none"> <li>Access <b>Schedule Builder</b> via <b>Student Center</b>:           <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>A - Select <b>Student Center</b></p>  </div> <div style="text-align: center;"> <p>B - Select <b>Schedule Builder</b></p>  </div> </div> </li> </ul>										
3	<p>Select your semester: Click on <b>Fall 2021</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>2021 Fall</b></p> <hr/> <p>Enrollment Appointment:        Regular Academic Session Apr 12, 2021 2:30am to Sep 14, 2021 11:59pm</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Unit Limits</th> <th>Max Total</th> <th>Max No GPA</th> <th>Max Audit</th> <th>Max Wait List</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>18</td> <td>18</td> <td>18</td> <td>18</td> </tr> </tbody> </table> <p>Open Enrollment Dates:        Seven Week - First Session Sep 13, 2021        Eight Week - Second Session Nov 8, 2021        Regular Academic Session Sep 15, 2021</p> </div>	Unit Limits	Max Total	Max No GPA	Max Audit	Max Wait List	18	18	18	18	18
Unit Limits	Max Total	Max No GPA	Max Audit	Max Wait List							
18	18	18	18	18							
4	<p>1- Check the box next to the course you wish to drop/withdraw from, and 2-click on the little recycle bin. 3- To cancel: click on "keep this course" button</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px;">  </div> <div style="border: 1px solid #ccc; padding: 5px;">  </div> </div>										

**Step**

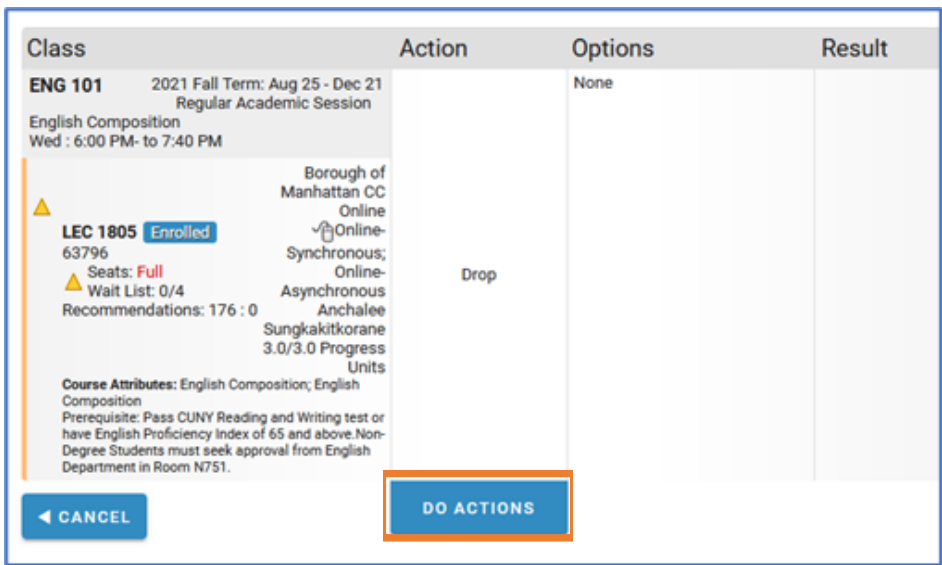
**5**

Click "**Get this Schedule**" to continue on dropping/withdrawing the class:



**6**

Click "**Do Actions**" to finish dropping/withdrawing the class:



**7**

You should get a result of "**Dropped**", and in case of withdrawal you will see this message: "**You have given a grade of W for this class**".

