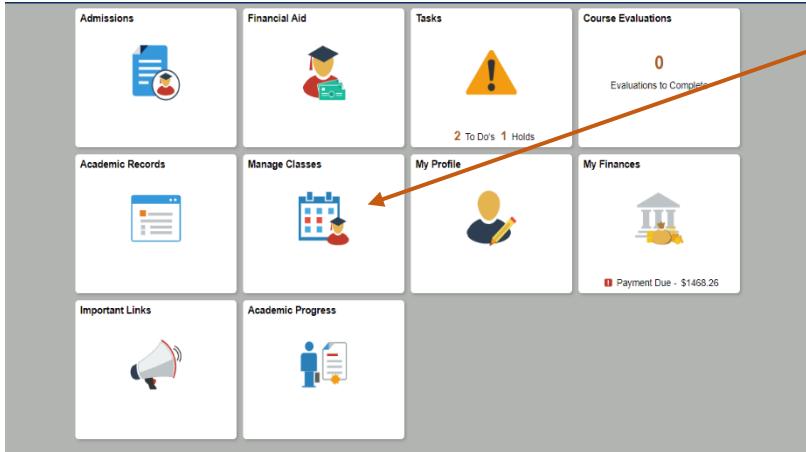
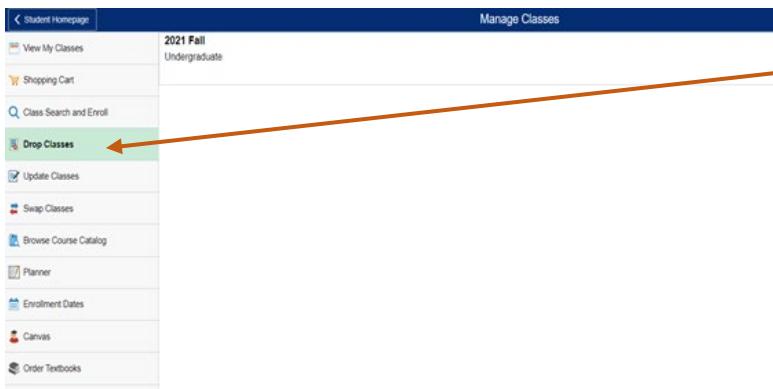


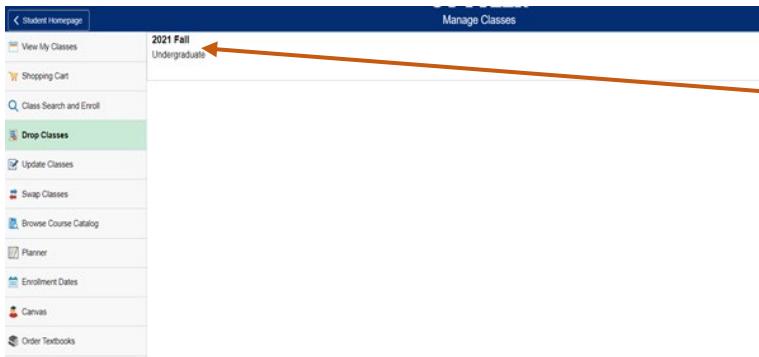
How to Drop Classes



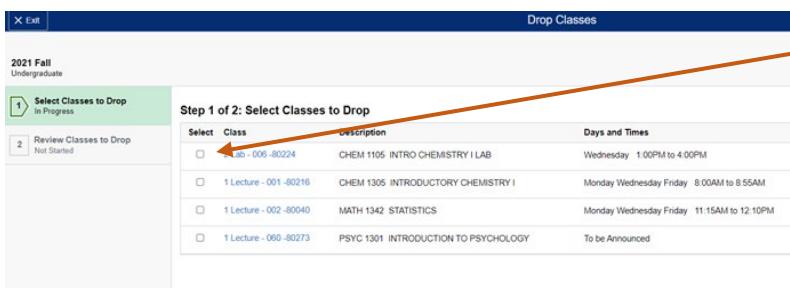
- When in your MyUTTyler Student Homepage, select the “Manage Classes” tile.



- You should see an option on the left-hand menu that says, “Drop Classes”. Select this option.



- You will see a list of available terms/semesters to drop from. Please select the term for which you wish to drop a class.



- Check the box under the “select” column for any desired class to be dropped (more than one may be selected).

Drop Classes

2021 Fall Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Complete

3 Drop Approval Required Not Started

Step 1 of 3: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	2 Lab - 006-80224	CHEM 1105 INTRO CHEMISTRY I LAB	Wednesday 1:00PM to 4:00PM	Ratif Building South 03022	L. Boyd	1.00	Enrolled
<input checked="" type="checkbox"/>	1 Lecture - 001-80216	CHEM 1305 INTRODUCTORY CHEMISTRY I	Monday Wednesday Friday 8:00AM to 8:55AM	Ratif Building South 02024	L. Boyd	3.00	Enrolled
<input type="checkbox"/>	1 Lecture - 002-80040	MATH 1342 STATISTICS	Monday Wednesday Friday 11:15AM to 12:10PM	Ratif Building North 03041	C. Bearden	3.00	Enrolled
<input type="checkbox"/>	1 Lecture - 069-80273	PSYC 1301 INTRODUCTION TO PSYCHOLOGY	To be Announced	To be Announced	A. Coleman	3.00	Enrolled

Once the classes are selected, click "Next" to continue.

Drop Classes

2021 Fall Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Complete

3 Drop Approval Required Not Started

Step 2 of 3: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
2 Lab - 006-80224	CHEM 1105 INTRO CHEMISTRY I LAB	Wednesday 1:00PM to 4:00PM	Ratif Building South 03022	L. Boyd	1.00	Enrolled
1 Lecture - 001-80216	CHEM 1305 INTRODUCTORY CHEMISTRY I	Monday Wednesday Friday 8:00AM to 8:55AM	Ratif Building South 02024	L. Boyd	3.00	Enrolled

You will be asked to review your selection and confirm these are correct by selecting "Next" in the top right corner.

If the classes are incorrect, select "previous" to return to the selection page.

Drop Classes

2021 Fall Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Complete

3 Drop Approval Required Visited

Step 3 of 3: Drop Approval Required

Class	Description
2 Lab - 006-80224	CHEM 1105 INTRO CHEMISTRY I LAB
1 Lecture - 001-80216	CHEM 1305 INTRODUCTORY CHEMISTRY I

One or more classes you selected requires approval before your request can be processed. Any class(es) marked with a **By submitting this withdrawal request I certify that I understand each of the following:**

Drop requests submitted through this page are routed through multiple approval steps, per UT Tyler policy, and may take more than one form is submitted, each submission will be processed as of the date submitted

- I am responsible for any remaining fees/tuition I may owe.
- I may be required to pay back some/all of my disbursed Financial Aid.
- I may be required to pay back some/all of my disbursed Financial Aid.
- My current and/or future Financial Aid eligibility may be negatively impacted.
- I am responsible for confirming with an Academic Advisor regarding how my withdrawal may negatively impact my degree plan and/or graduation timeline.
- Grade Replacements filed for a course(s) I withdraw from are counted against my total available.
- Q grades are exempted from the 6-Drop Rule, but are otherwise equivalent to W grades.

Reason for Withdrawal: Other (explain in comments)

Withdrawal Comments: I wish to drop CHEM1305 and 1105.

On this page, you will need to read over all the drop criteria and impacts. Once you understand all the drop information, you will be asked to select a withdrawal reason from the drop-down menu and add a short comment.

Drop Classes

2021 Fall Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Complete

3 Drop Approval Required Visited

Step 3 of 3: Drop Approval Required

Class	Description	Drop/Withdrawal Status	Units	Repeat	Enrollment Status
2 Lab - 006-80224	CHEM 1105 INTRO CHEMISTRY I LAB	Approval Required	1.00		Enrolled
1 Lecture - 001-80216	CHEM 1305 INTRODUCTORY CHEMISTRY I	Approval Required	3.00		Enrolled

One or more classes you selected requires approval before your request can be processed. Any class(es) marked with a **Drop/Withdrawal Status of 'Pending'** will be dropped immediately upon completion of this request.

By submitting this withdrawal request I certify that I understand each of the following:

Drop requests submitted through this page are routed through multiple approval steps, per UT Tyler policy, and may take several days to be finalized. All drop/withdrawal requests will be processed as of the date the request is submitted. If more than one form is submitted, each submission will be processed as of the date submitted

- I am responsible for any remaining fees/tuition I may owe.
- I may be required to pay back some/all of my disbursed Financial Aid.
- I may be required to pay back some/all of my disbursed Financial Aid.
- I am responsible for confirming with an Academic Advisor regarding how my withdrawal may negatively impact my degree plan and/or graduation timeline.
- Grade Replacements filed for a course(s) I withdraw from are counted against my total available.
- Q grades are exempted from the 6-Drop Rule, but are otherwise equivalent to W grades.

Reason for Withdrawal: Other (explain in comments)

Withdrawal Comments: I wish to drop CHEM1305 and 1105.

When everything is completed, review the courses once more and then select "Drop Classes".

Drop Classes

2021 Fall Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Complete

3 Drop Approval Required Visited

Drop Classes

Required

Description	Drop/Withdrawal Status
CHEM 1105 INTRO CHEMISTRY I LAB	Approval Required
CHEM 1305 INTRODUCTORY CHEMISTRY I	Approval Required

Approval before your request can be processed. I certify that I understand each of the following:

Drop requests submitted through this page are routed through multiple approval steps, per UT Tyler policy, and may take several days to be finalized. All drop/withdrawal requests will be processed as of the date submitted. If more than one form is submitted, each submission will be processed as of the date submitted

- I am responsible for any remaining fees/tuition I may owe.
- I may be required to pay back some/all of my disbursed Financial Aid.
- I may be required to pay back some/all of my disbursed Financial Aid.
- I am responsible for confirming with an Academic Advisor regarding how my withdrawal may negatively impact my degree plan and/or graduation timeline.
- Grade Replacements filed for a course(s) I withdraw from are counted against my total available.
- Q grades are exempted from the 6-Drop Rule, but are otherwise equivalent to W grades.

Confirm that the following class(es) are to be dropped

Yes No

This pop-up message is the Final Confirmation. Select "Yes" to submit the request.

Student Homepage

Confirmation

The process is complete please see results below

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

CHEM 1305 - INTRODUCTORY CHEMISTRY I
Your request has been sent for approval. After approval is complete, your request will be processed.

CHEM 1105 - INTRODUCTORY CHEMISTRY I LABORATORY
Your request has been sent for approval. After approval is complete, your request will be processed.

Important Notes

1. Drops that are requested prior to the begin of the class start date should automatically attempt to drop. This attempt may result in either a success or error.

- If the enrollment was successful, you should see a green next to the course.
- If the enrollment was not successful you will see a red next to the course. You should also see an error message on screen.

It's best to contact your academic advisor or the One-Stop when you receive enrollment errors.

2. If the class has already started, your drop request needs approval. The system will **automatically route your request to the right departments**; you **don't need to collect signatures or run around for approvals**.

The day you submit the drop request becomes your official withdrawal date once all approvals are received.

Check your Patriots email often for updates from advising, financial aid, athletics, and other offices.

You'll get a notification once your drop request is fully processed.