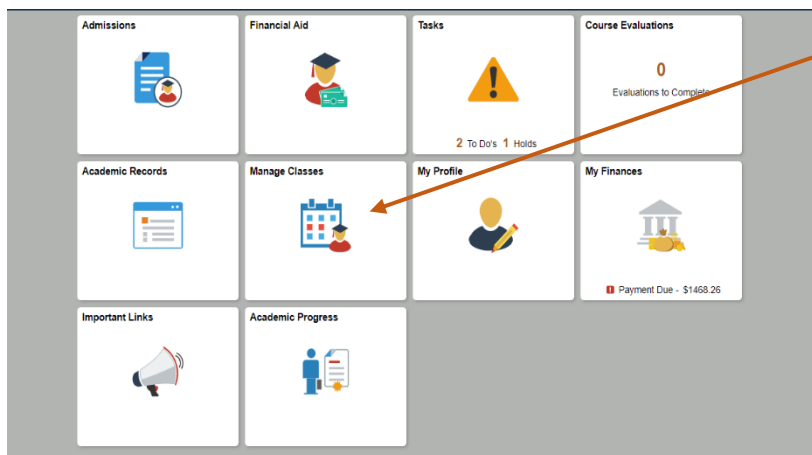
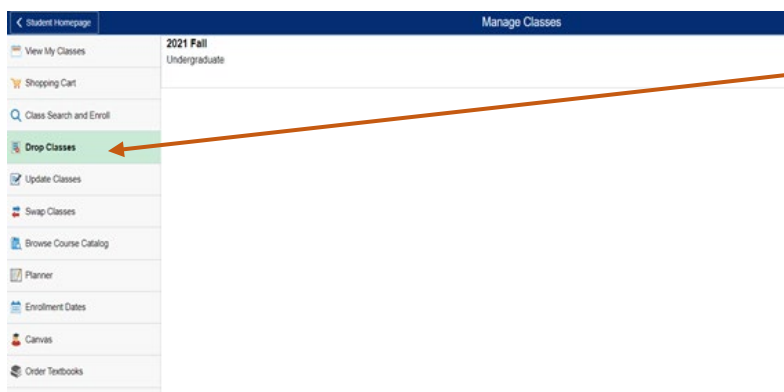


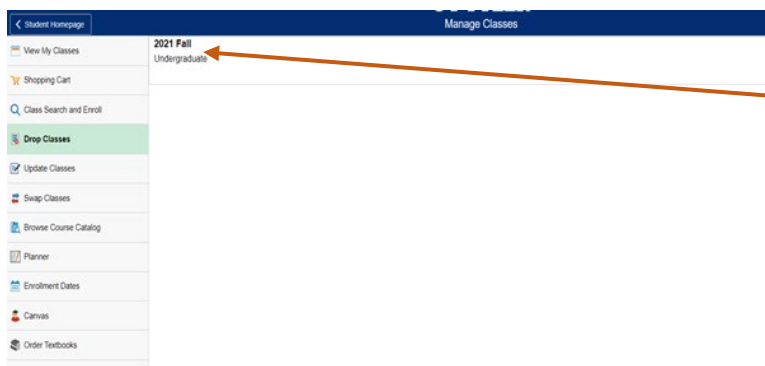
How to Drop Classes



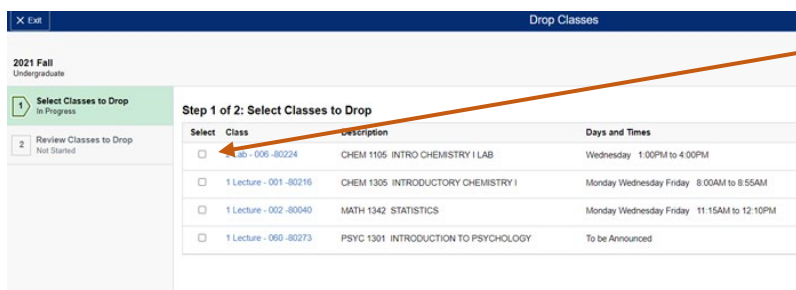
When in your MyUTTyler Student Homepage, select the “Manage Classes” tile.



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).

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	Rutiff 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	Rutiff Building South 03024	L. Boyd	3.00	Enrolled
<input type="checkbox"/>	1 Lecture - 002 - 80040	MATH 1342 STATISTICS	Monday Wednesday Friday 11:15AM to 12:10PM	Rutiff Building North 03041	C. Bearden	3.00	Enrolled
<input type="checkbox"/>	1 Lecture - 000 - 80273	PSYC 1301 INTRODUCTION TO PSYCHOLOGY	To be Announced	To be Announced	A. Coleman	3.00	Enrolled

Next

Once the classes are selected, click “Next” to continue.

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	Rutiff 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	Rutiff Building South 03024	L. Boyd	3.00	Enrolled

Previous Next

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.

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 not be eligible for a refund of any housing/dining costs.
- 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 conferring 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.

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

Drop Classes

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 not be eligible for a refund of any housing/dining costs.
- 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 conferring 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”.

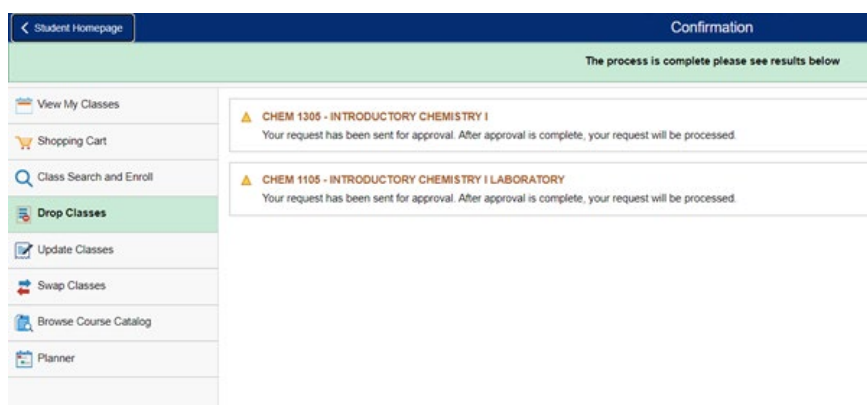
Drop Approval Required

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

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.



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.