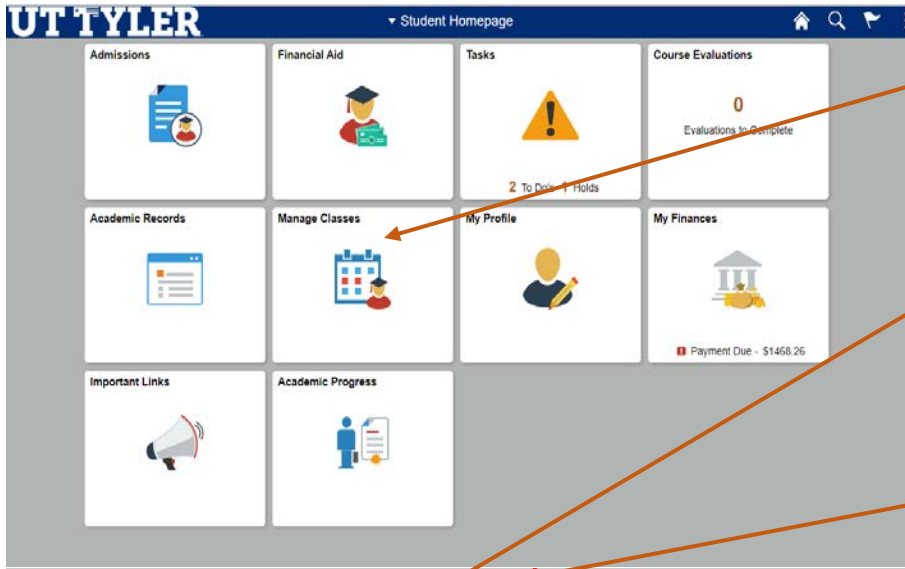


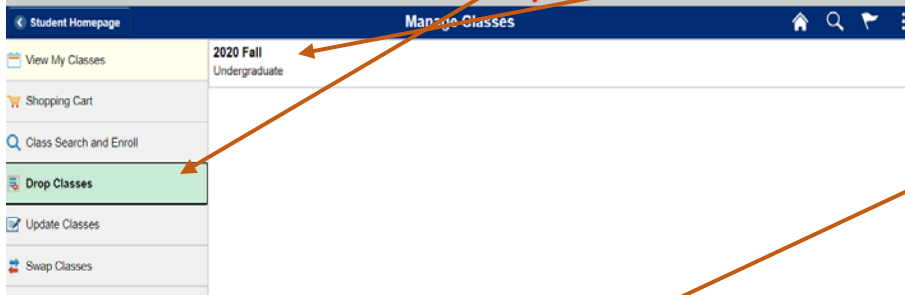
Dropping Classes before the course starts



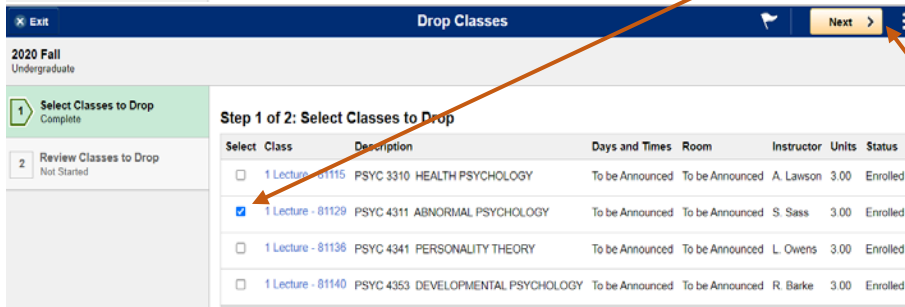
- When in your MyUTTyler Student Homepage, select the Manage Classes tile.

- You should see an option on the left-hand menu that says, "Drop Course". Select this option.

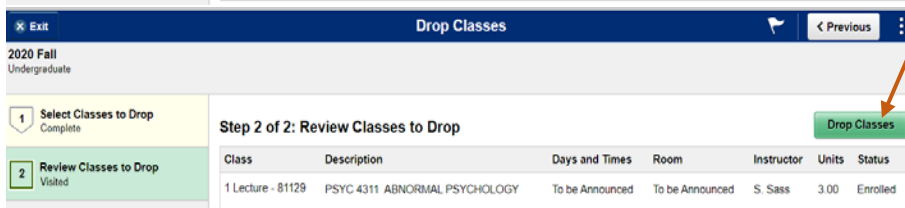
- Select the semester you are wanting to drop a course from



- All courses you are currently enrolled in will appear. Select the course you would like to drop out of.



- When you are ready to move forward select the Next option in the top right corner.



- Confirm this is the class you would like to drop and then select the green "Drop Classes" option.

The screenshot shows a web interface for a student. At the top, there is a blue navigation bar with 'Student Homepage' on the left and 'Confirmation' in the center. To the right of the navigation bar are icons for home, search, and a flag. Below the navigation bar, the page is divided into a left sidebar and a main content area. The sidebar contains several menu items: '2020 Fall Undergraduate', 'View My Classes', 'Shopping Cart', 'Class Search and Enroll', 'Drop Classes' (highlighted in yellow), and 'Update Classes'. The main content area displays a confirmation message with a red 'X' icon and the text: 'PSYC 4311 - ABNORMAL PSYCHOLOGY. You are unable to drop this class at this time. There is a hold on your record. The hold must be removed before you can complete this transaction.' An orange arrow points from the right side of the page towards the error message.

You should receive a confirmation message on screen showing a green check mark if the drop was successful. You will see a red X if the drop was unsuccessful as well as an explanation on the error that occurred. Remember you can only drop classes through your MyUTTyler account before the first day of the semester. Once classes begin you must use the drip portal on the UT Tyler website. The selected course will open so that you may review the sections available. Select the section you wish to be enrolled in.