Dropping Courses:

Before proceeding, please be aware that this tutorial is only for self-service drops prior to the first day of classes. For drops from the first day of classes through the Census Date, please visit the following website for information and instructions on using the online drop portal:

- [http://www.uttyler.edu/registrar/registration/withdrawals.php](http://www.uttyler.edu/registrar/registration/withdrawals.php)

Self-Service Course Drops:

1) Sign into the Student Center page

2) From the Enroll area, select the Drop tab to enter the Drop menu.

3) Check the box(es) beside the course(s) you wish to remove from your schedule and click the Drop Selected Classes button to proceed to the next menu.
4) Click the **Finish Dropping** button to finalize your drop. You should see this success screen:

![Success screen](image_url)

**Critical Note:**

If you see a red X under the Status column, *there was an error and the course was not dropped.*

Please read the provided error message and take steps to resolve it immediately. This may require reaching out to Enroll@uttyler.edu from your Patriot email (*not your personal email*) for assistance; if you do so, and administrative action is necessary to complete your drop, the date stamp of your email will be used as the effective date for your drop.

5) Once your courses are dropped, you **MUST** take one additional step to update your bill and check your new account balance. In **Student Center**, under **Finances**, click the **Account Inquiry** link.

![Account Inquiry](image_url)

Clicking the **Account Inquiry** link will re-calculate your bill and give you an accurate, updated account balance. **You must do this each time you add or drop courses to have your account reflect your true balance.**

***** **Be Aware:** Failure to follow this step could result in not seeing your accurate account balance and having an outstanding balance on your account. This could result in a Financial Services hold or possibly cause you to be dropped for non-payment if you pay the wrong balance. Financial Services holds prevent all enrollment and block printing of official transcripts. *****