Drop a Class
Using PeopleSoft Student Center

Overview of the Self-Enrollment Pilot
Students at the regional campuses and graduate students in the Swanson School of Engineering at the Pittsburgh campus are participating in the self-enrollment pilot for spring term. The self-enrollment pilot will enable these students to enroll in classes online through their Student Center at my.pitt.edu. Students will have the ability to add classes, drop classes, and edit class enrollments.

Online self-enrollment for the spring term begins in October 2008. This document explains how to drop a class through your Student Center.

Note: Before you can self-enroll, you must complete the steps in the document Preparing for Self-Enrollment with PeopleSoft Student Center, which is located on the my.pitt.edu Student Services community.

Access Your Student Center
Log in to my.pitt.edu with your University Computing Account username and password. Next, click the Student Services tab at the top of the page, and then click Link to Student Center. Next, click Self Service and then click Student Center. Your Student Center information will be displayed.

Drop a Class
Once you have enrolled in a class, you will need to use the following steps to drop that class.

1. Click the Drop a Class link in the upper left portion of the Student Center page.
2. Select the term in which you would like to drop a class and click the **Continue** button.

3. Click the boxes next to the class or classes you would like to drop, then click the **Drop Selected Classes** button.

**Note:** When you drop a class with an associated lab or recitation, it will be dropped when you process the drop for the lecture. If you want to change the section of the lab or recitation you are taking, process this change in the Registrar’s Office on your campus.
4. Review the information on the **Confirm your selection** screen. Click the **Finish Dropping** button to drop the classes you have selected.

![Drop Classes Screen](image1.png)

5. On the **View results** screen, a green checkmark will display next to the classes that have successfully been dropped.

![View Results Screen](image2.png)
Return to Your Student Center

Use the Go To options list at the top right or bottom left of any details page to return to your Student Center. Click the drop-down menu to select Student Center, then click the double arrows (>>).

Removing Unused Classes from Your Shopping Cart

While you are adding classes to your shopping cart, you can remove a class from your cart at any time by clicking the trashcan icon. Refer to the document Adding a Class Using PeopleSoft Student Center for details.

Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours. You can also refer to the interactive demonstration (iDemo) video that is posted in the Student Services portal community. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].