Dropping classes (before classes begin*) through Schedule Builder in CUNYfirst

*Please note that penalties for dropping courses may apply once classes start. Students should verify with Financial Aid how dropping classes may affect their award. Level I and MA students should consult the Tuition Refund Schedule before dropping courses.

1. Log in to CUNYfirst. (Skip to Step 5 if you are already in Schedule Builder.)

2. On the next screen, select the Student Center tile:

3. On the next screen, select Schedule Builder:
4. On the next screen, select term by clicking on the term in which you want to drop a course:

![Select Term](image)

5. Select the course (that you are already enrolled in as indicated by the blue Enrolled label) from your schedule that you would like to drop by clicking on the garbage can icon:

![Select Course](image)
6. After clicking on the garbage can icon, a message (highlighted below) will appear to alert you that “you have not finished dropping this course.” To proceed with the drop, click on the blue “Get This Schedule” button on the bottom right of the page:

7. On the next screen, review to make sure that you have selected the correct course to drop. If everything looks correct, click on the blue “Do Actions” button:
8. You have successfully dropped your course when the message, “Dropped: This class has been removed for your schedule,” appears in the “Result” column: