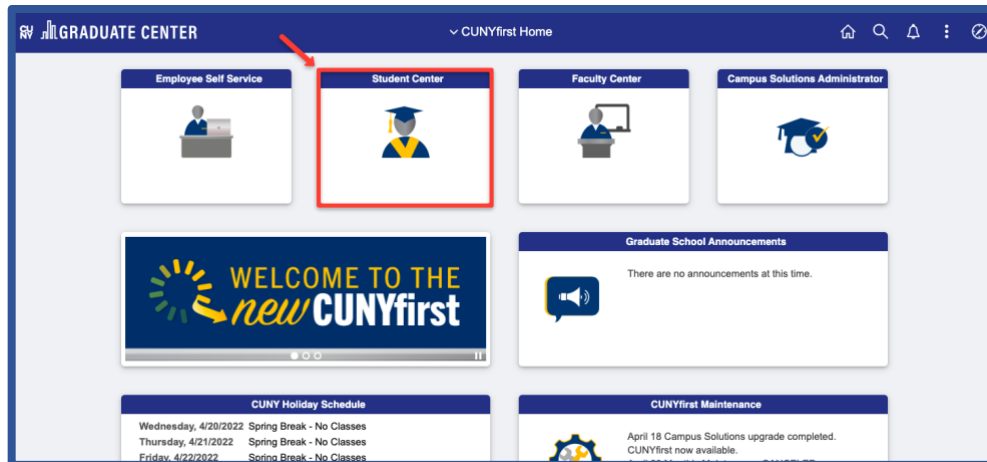


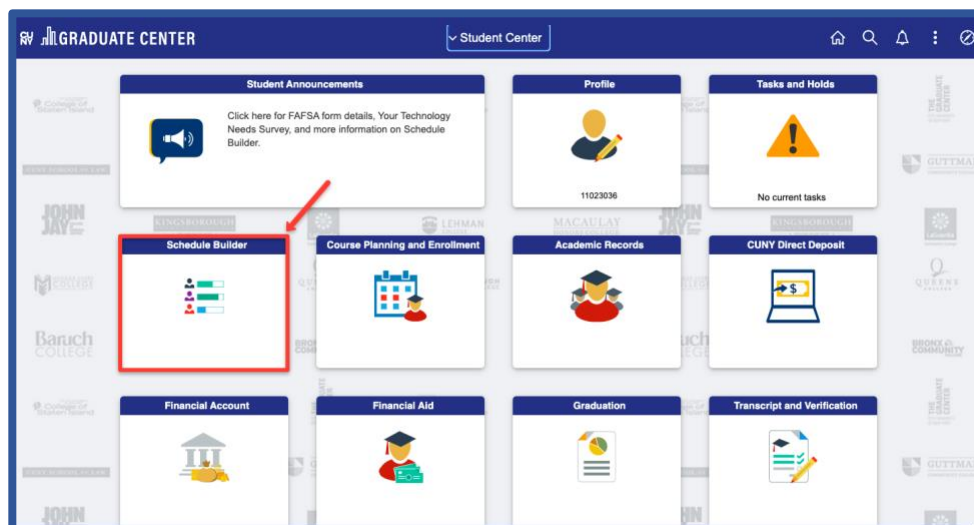
Dropping classes (before classes begin*) through Schedule Builder in CUNYfirst

*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.

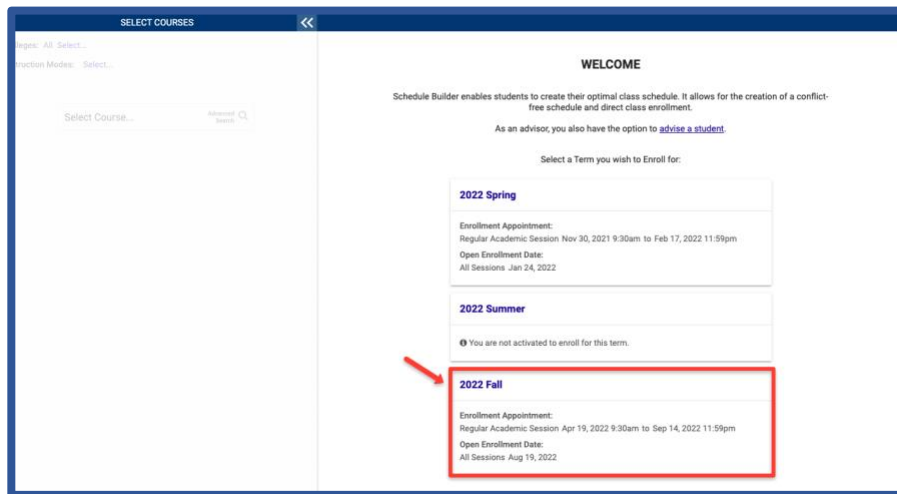
1. Log in to CUNYfirst. (Skip to Step 5 if you are already in Schedule Builder.)
2. On the next screen, select the Student Center tile:



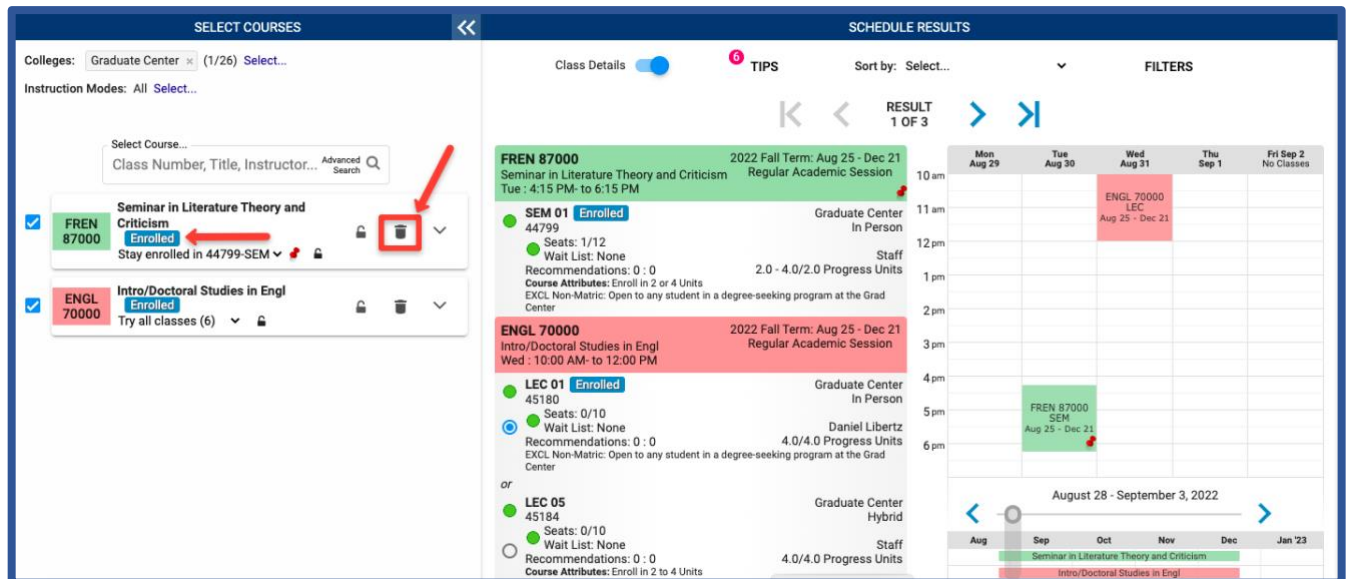
3. On the next screen, select Schedule Builder:



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



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:



- 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:

The screenshot shows a course selection interface. On the left, there are two course cards: 'Seminar in Literature Theory and Criticism' (FREN 87000) and 'Intro/Doctoral Studies in Engl' (ENGL 70000). A red arrow points to a yellow warning message: 'You have not finished dropping this course.' In the center, there are details for two lecture sections: LEC 01 (45180) and LEC 05 (45184). On the right, there is a calendar view for August 29 to September 1, 2022, showing a class on August 31. At the bottom right, there are buttons for 'RECOMMEND', 'SAVE AS FAVORITE', 'VALIDATE SHOPPING CART', and 'GET THIS SCHEDULE' (highlighted with a red box). A red arrow points from the warning message to the 'GET THIS SCHEDULE' button.

- 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:

The screenshot shows a 'SCHEDULE RESULTS' page. On the left, there is a 'SELECT COURSES' sidebar with the same two course cards as in the previous screenshot. The main area is titled 'Getting Schedule' and contains a table with the following data:

| Class | Action | Options | Result |
|--|---|--|--------|
| FREN 87000 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Seminar in Literature Theory and Criticism Tue : 4:15 PM- to 6:15 PM | SEM 01 Enrolled 44799 Graduate Center In Person Seats: 1/12 Wait List: None Staff 2.0 - 4.0/2.0 Recommendations: 0 : 0 Progress Units | None | |
| ENGL 70000 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Intro/Doctoral Studies in Engl Wed : 10:00 AM- to 12:00 PM | LEC 01 Enrolled 45180 Graduate Center In Person Seats: 1/10 Wait List: None Daniel Libertz 4.0/4.0 Recommendations: 0 : 0 Progress Units EXCL Non-Matric: Open to any student in a degree-seeking program at the Grad Center | None (Already enrolled in this class) | N/A |

At the bottom of the table, there are two buttons: 'CANCEL' and 'DO ACTIONS' (highlighted with a red box). A red arrow points from the 'DO ACTIONS' button to the 'Drop' button in the 'Action' column of the first row.

8. You have successfully dropped your course when the message, “Dropped: This class has been removed for your schedule,” appears in the “Result” column:

The screenshot displays a software interface for selecting courses. On the left, the 'SELECT COURSES' panel shows a search for 'ENGL 70000 Intro/Doctoral Studies in Engl'. The main 'SCHEDULE RESULTS' panel is titled 'Getting Schedule' and features a table with columns for Class, Action, Options, and Result. A red box highlights the 'Result' column for the first row, which contains the text 'Dropped' and 'This class has been removed from your schedule.' A red arrow points from the 'Getting Schedule' title to this box. The second row shows a course that is 'Already enrolled in this class' with 'None' in the Action column and 'N/A' in the Options and Result columns.

| Class | Action | Options | Result |
|---|--|---------|---|
| FREN 87000 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Seminar in Literature Theory and Criticism Tue : 4:15 PM- to 6:15 PM | | None | Dropped This class has been removed from your schedule. |
| SEM 01 Enrolled Graduate Center 44799 In Person Seats: 1/12 Staff Wait List: None 2.0 - 4.0/2.0 Recommendations: 0 : 0 Progress Units Course Attributes: Enroll in 2 or 4 Units EXCL Non-Matric: Open to any student in a degree-seeking program at the Grad Center | Drop | | |
| ENGL 70000 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Intro/Doctoral Studies in Engl Wed : 10:00 AM- to 12:00 PM | | | |
| LEC 01 Enrolled Graduate Center 45180 In Person Seats: 1/10 Daniel Libertz Wait List: None 4.0/4.0 Recommendations: 0 : 0 Progress Units EXCL Non-Matric: Open to any student in a degree-seeking program at the Grad Center | None (Already enrolled in this class) | N/A | N/A |