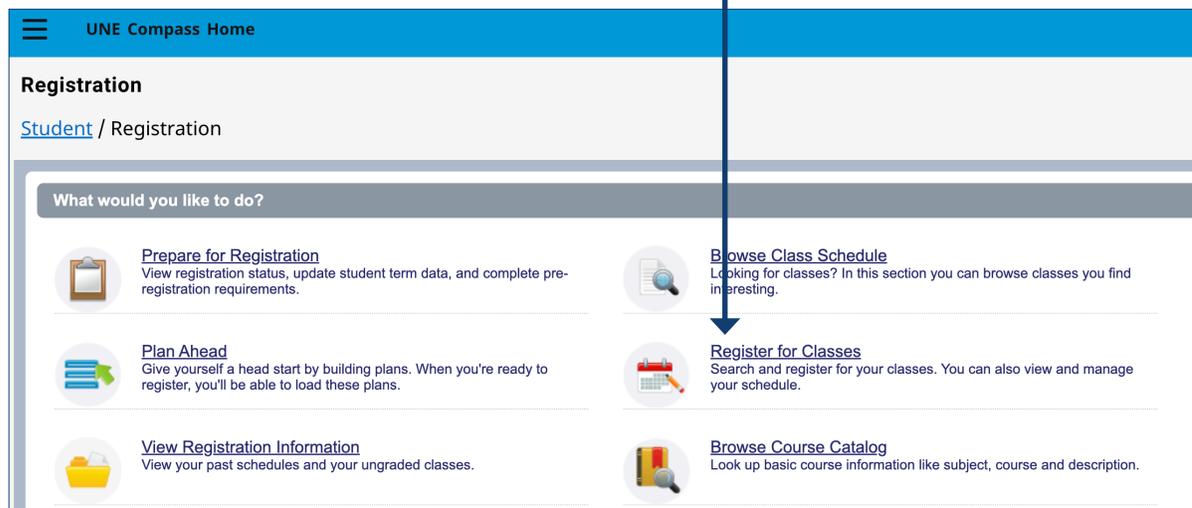
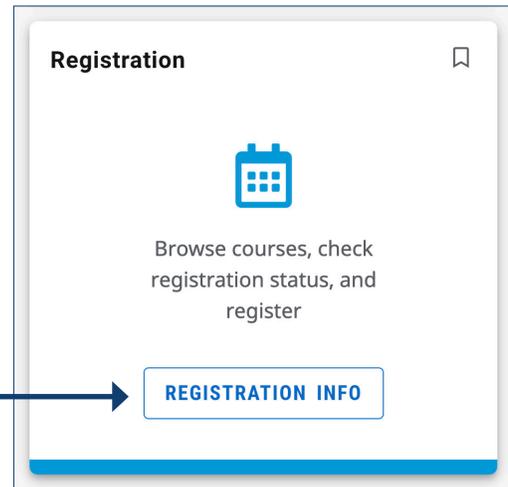


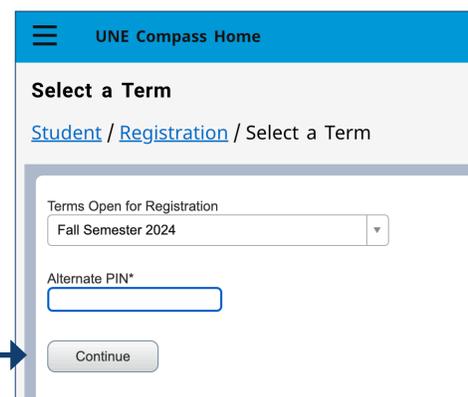
How to Drop a Class



- After you have signed into UNE Compass, locate the Registration tile.
- Click **Registration Info**
- The registration dashboard will open.
Click **Register for Classes**



- Under “Terms Open for Registration” select the upcoming term and click **Continue**



- On the Registration page, under “Summary” change the Action of the course to “Drop Course”

The screenshot shows a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row contains: Introduction to Psychology, PSY 105, O2, 3, 90833, Online Course, Registered. The Action dropdown is set to Drop Course. Below the table, it shows Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18. A Submit button is at the bottom right.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Psychology	PSY 105, O2	3	90833	Online Course	Registered	Drop Course

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit

- To complete the course removal, click Submit

The screenshot shows the same table as above, but the Status is now Deleted and the Action dropdown is set to None. The Total Hours summary is now Registered: 0. The Submit button remains at the bottom right.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Psychology	PSY 105, O2	0	90833	Online Course	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

- Once removed, the status will update to “Deleted” and the information will gray scale