

## Dropping Courses

**Note:** if a student has a registration hold in place, they will not be able to make any changes to their schedule, including dropping courses. In that case, please email the drop request to [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu) before 11:59pm on the drop deadline.

The Academic Calendar deadlines can be found here:  
<https://www.wittenberg.edu/administration/registrar/academic-calendar>

### Students in their first semester at Wittenberg:

Students in their first semester are **required** to meet with their advisor to receive approval to drop a class. Dropping a course may impact a student's anticipated completion date, and it is a decision that requires careful consideration and planning.

Once the student has met with their advisor and received their approval, they may drop the course via Self-Service following the instructions below.

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### Students returning to Wittenberg:

While it is not required, it is **recommended** that returning students consult their advisor before dropping a class. Dropping a course may impact a student's anticipated completion date, and it is a decision that requires careful consideration and planning.

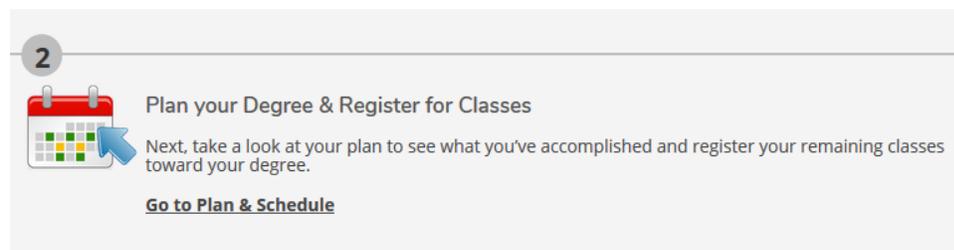
## How to Drop a Class

To drop a course in Self-Service, login at <https://selfservice.wittenberg.edu>.

Select Student Planning:



Select Go to Plan & Schedule:



This will bring the student to their Schedule. On the left hand side of the page, their currently registered courses are listed. To drop a course, click the blue Drop button\* beneath the course they'd like to drop:

BUSN-200-01: Entrepreneurship

✓ Registered

Credits: 4 Credits  
 Grading: Graded  
 Instructor: Steidel K  
 8/17/2020 to 12/11/2020

∨ Meeting Information

Drop

After clicking Drop, a “Register and Drop Sections” dialog box will appear:

Register and Drop Sections

You have elected to drop: BUSN-200-01 (4 credits)

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Select sections to drop:

PSYC-101-03 (4 credits)

BUSN-200-01 (4 credits)

ART-121-02 (4 credits)

ACCT-225-02 (4 credits)

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Cancel Update

Confirm the correct class(es) are selected and click the Update button.

After adding or dropping courses, confirm that your Planned/Enrolled/Waitlisted credit summary updates to the top right of your schedule view:

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**Planned:** 0 Credits   **Enrolled:** 12 Credits   **Waitlisted:** 0 Credits

	Thu	Fri	Sat	
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**Only enrolled credits are on your schedule.** Any courses that are Planned or Waitlisted do not calculate into the “Enrolled” credits area and will not be on your record.

If you run into any issues, please take a screenshot and email it to [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu) explaining what you are trying to drop and the issue you are facing.