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 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.

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:
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)

Select sections to drop:
- PSYC-101-03 (4 credits)
- BUSN-200-01 (4 credits)
- ART-121-02 (4 credits)
- ACCT-225-02 (4 credits)

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:

**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 explaining what you are trying to drop and the issue you are facing.