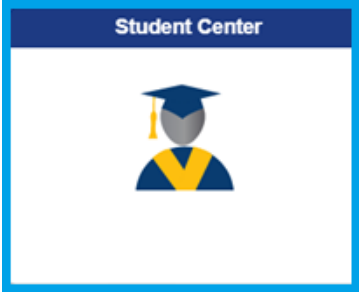

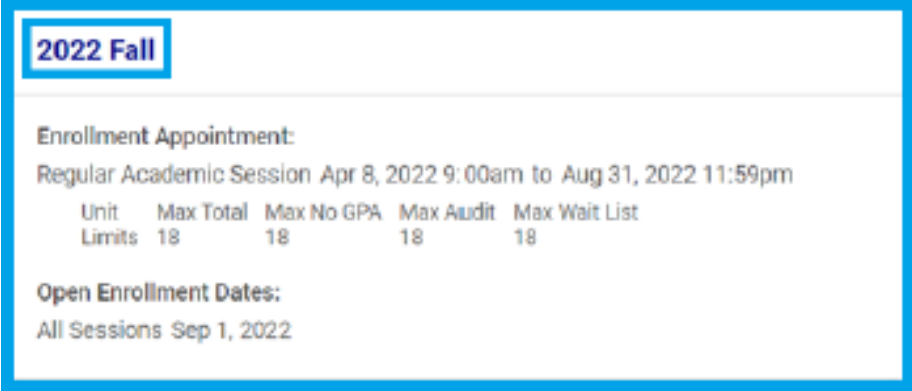
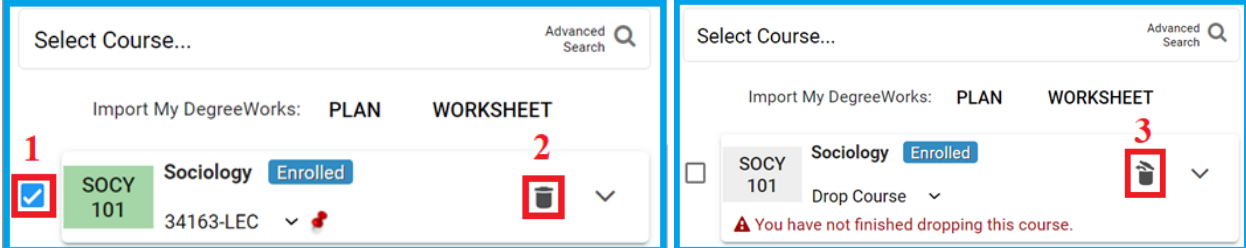


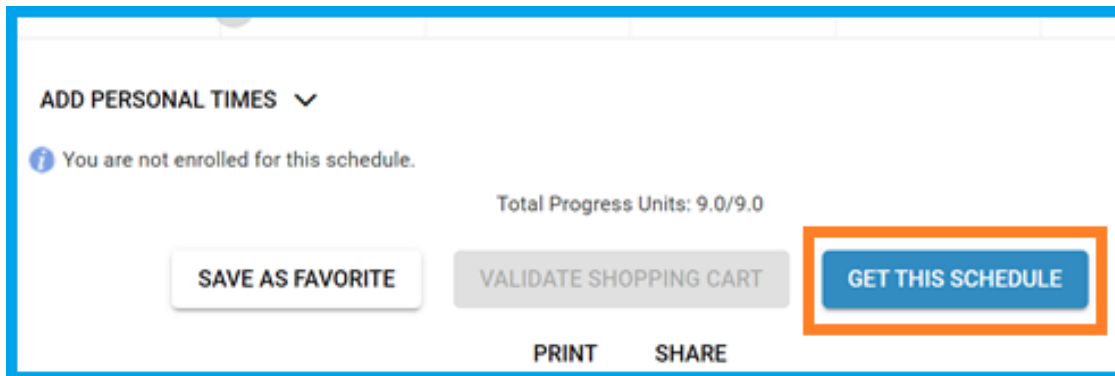
How to Drop/Withdraw a class in Schedule Builder

Step	Action
1	<ul style="list-style-type: none"> Log into CUNYfirst: https://home.cunyfirst.cuny.edu Go to "Student Center"
2	<ul style="list-style-type: none"> Access Schedule Builder via Student Center: <p>A - Select Student Center</p>  <p>B - Select Schedule Builder</p> 
3	<p>Select your semester: Click on Fall 2022</p> 
4	<p>1- Uncheck the box next to the course you wish to drop/withdraw from and 2- click on the little recycle bin. 3- To cancel: click on recycle bin.</p> 

Step

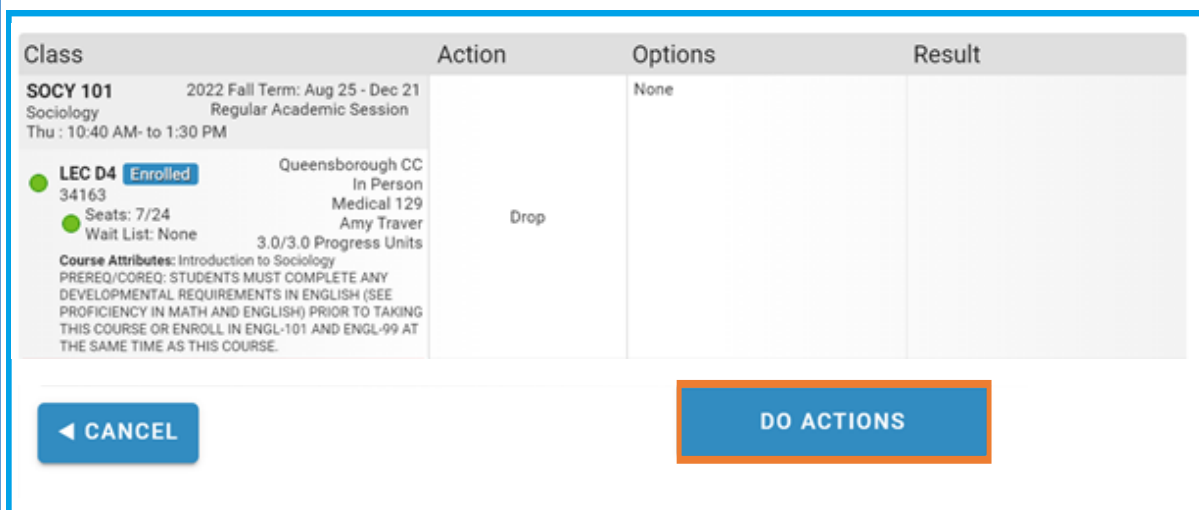
5

Click "**Get this Schedule**" to continue on dropping/withdrawing the class:



6

Click "**Do Actions**" to finish dropping/withdrawing the class:



7

You should get a result of "**Dropped**". Before the withdrawal period, you will receive this message: "**This class has been removed from your schedule**". During the withdrawal period, you will see this message: "**You have been given a grade of W for this class**".

