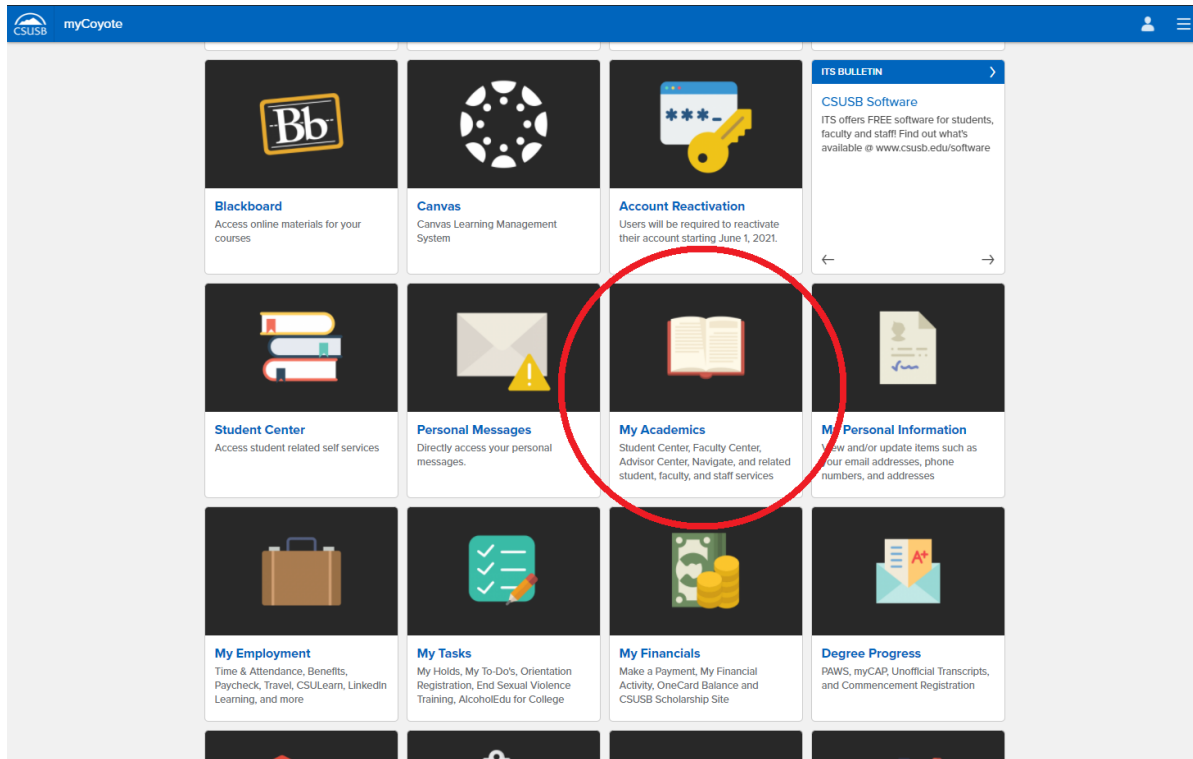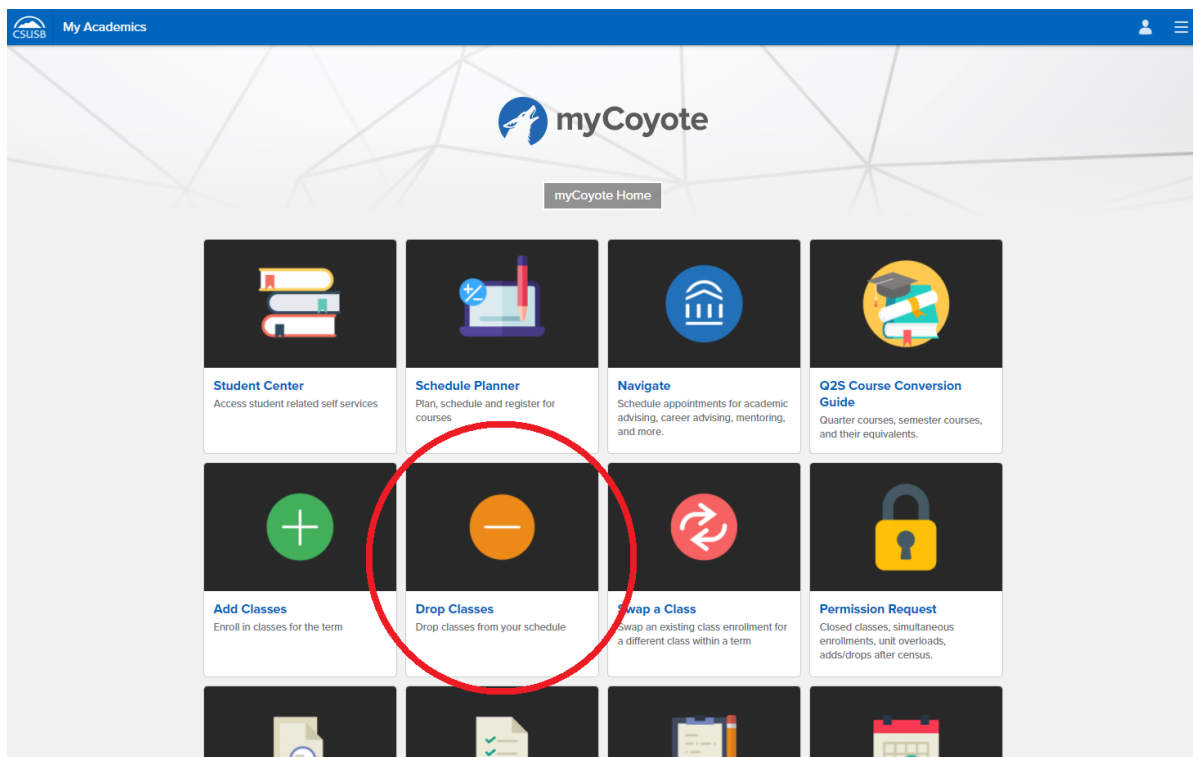# How to Perform a Drop: Before Census

Note: this action can ONLY be performed before the Census Date of the current, active term.

Step 1. Log into your myCoyote Web Portal select "**My Academics**"

Step 2. Select "**Drop Classes**"

Step 3. Select the latest term applicable

Step 4. Read and Accept notice.

Step 5. Select any/all applicable courses you wish to perform the drop.

Step 6. Scroll to the bottom right side, a button entitled "**Drop Selected Classes**" to finish the process

Step 7. **Double Check** that your selected class(es) are noted and finish the drop process by clicking "**Finish Dropping**"

Step. 8 A confirmation page showcases the selected class(es) that has been dropped from your Term's schedule

Step. 9 Double Check that you have been successfully dropped by double checking your Student Center