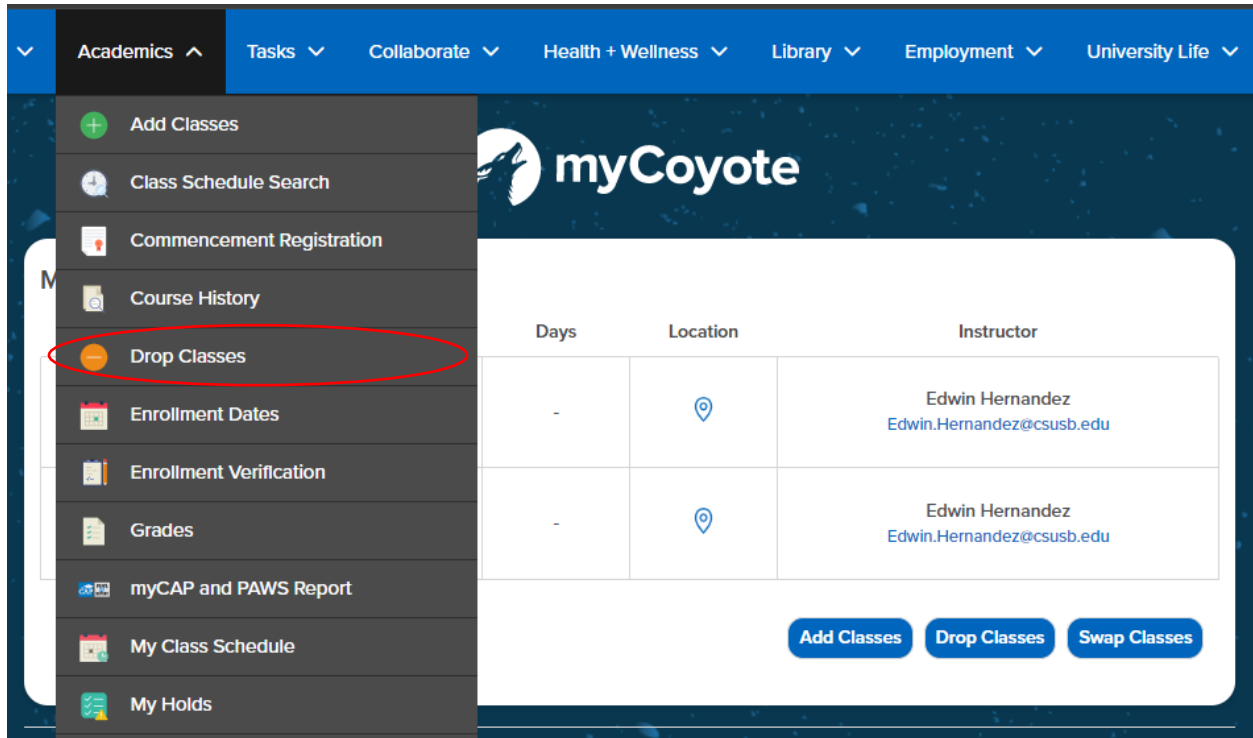


How to Perform a Drop: Before Census

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

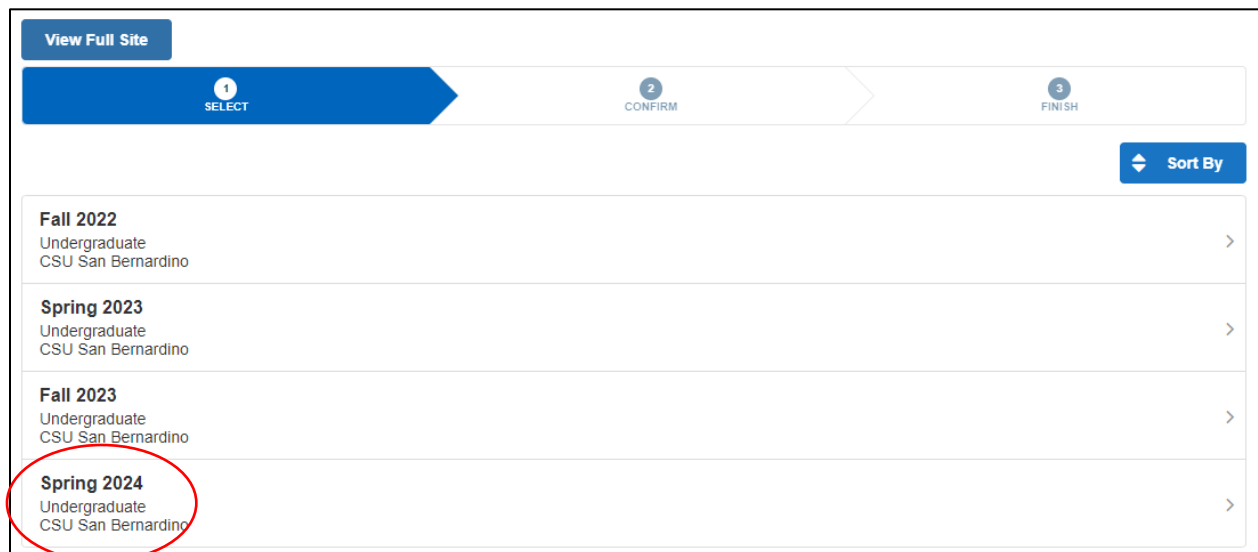
Step 1. Log into your myCoyote Web Portal and select “Drop Classes” from the “Academics” dropdown menu.



The screenshot shows the myCoyote Web Portal interface. The top navigation bar includes links for Academics, Tasks, Collaborate, Health + Wellness, Library, Employment, and University Life. The Academics dropdown menu is open, displaying various options. The 'Drop Classes' option, marked with a minus sign icon, is circled in red. The main content area shows a table with columns for Days, Location, and Instructor, listing two classes. At the bottom right, there are buttons for 'Add Classes', 'Drop Classes', and 'Swap Classes'.

Days	Location	Instructor
-		Edwin Hernandez Edwin.Hernandez@csusb.edu
-		Edwin Hernandez Edwin.Hernandez@csusb.edu

Step 2. Select the latest term applicable.



The screenshot shows a term selection interface. At the top, there is a 'View Full Site' button and a progress bar with three steps: 1 SELECT, 2 CONFIRM, and 3 FINISH. Below the progress bar, there is a 'Sort By' button. The main content area lists four terms: Fall 2022, Spring 2023, Fall 2023, and Spring 2024. The 'Spring 2024' term, which is the latest applicable term, is circled in red. Each term entry includes the term name, 'Undergraduate', and 'CSU San Bernardino'.

Term	Level	Institution
Fall 2022	Undergraduate	CSU San Bernardino
Spring 2023	Undergraduate	CSU San Bernardino
Fall 2023	Undergraduate	CSU San Bernardino
Spring 2024	Undergraduate	CSU San Bernardino

Step 3. Read and Accept notice.

Step 4. Select any/all applicable courses you wish to perform the drop.

Spring 2024 Enrollment Shopping Cart

☒ ENROLLED
 ☒ DROPPED
 ☐ WAIT LISTED

SELECT	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
<input type="checkbox"/>	ANTH 3603-61 (40075)	GENDERED WORLDS (Seminar)	Tu 10:30AM - 11:45AM TBA	College of Education 105 ONLINE	T. Velasquez	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ANTH 3703R-01 (40338)	ANTHROPOLOGY OF ASIA (Seminar)	MoWe 4:00PM - 5:15PM	Social and Behavioral Sci 216	H. Khan	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ANTH 4603L-62 (40333)	MUSEUM RESEARCH & EXHIB DEVO (Seminar)	We 5:30PM - 8:15PM TBA	Social and Behavioral Sci 127 ONLINE	A. Huhn	4.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ANTH 4603L-63 (40334)	MUSEUM RESEARCH & EXHIB DEVO (Laboratory)	TBA	ONLINE	A. Huhn		<input checked="" type="checkbox"/>
<input type="checkbox"/>	HIST 2700-60 (40382)	CALIFORNIA HISTORY (Lecture)	TBA	ONLINE	D. Stahl-Kovell	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PHIL 3014-60 (42120)	ENVIRONMENTAL ETHICS (Seminar)	TBA	ONLINE	K. Creasy	3.00	<input checked="" type="checkbox"/>

Drop Selected Classes

Step 5. Scroll to the bottom left side and select the button entitled “Drop Selected Classes” to finish the process.

Step 6. Double Check that your selected class(es) are noted and finish the drop process by clicking “Finish Dropping.”

1 SELECT 2 CONFIRM 3 FINISH

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

☒ ENROLLED
 ☒ DROPPED
 ☐ WAIT LISTED

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
HIST 2700-60 (40382)	CALIFORNIA HISTORY (Lecture)	TBA	ONLINE	D. Stahl-Kovell	3.00	<input checked="" type="checkbox"/>

Previous Cancel **Finish Dropping**

Step 7. A confirmation page showcases the selected class(es) that has been dropped from your Term’s schedule.

Step 8. Double Check that you have been successfully dropped by double checking your Student Center.