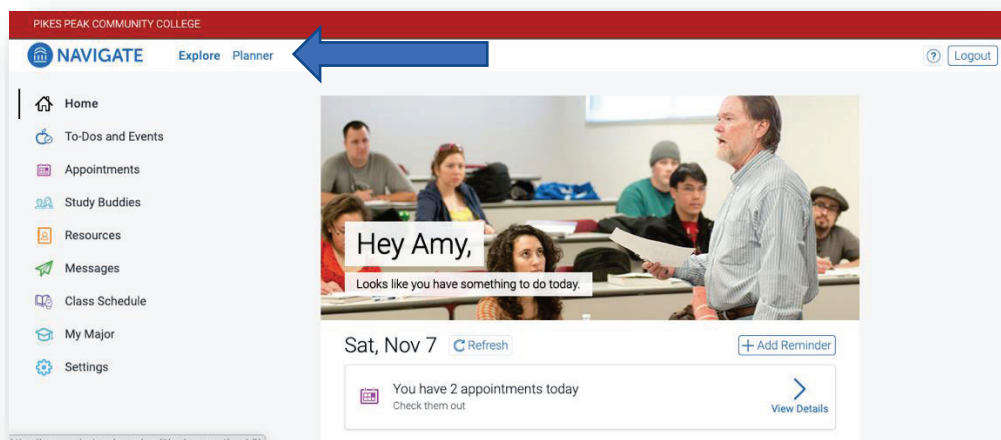


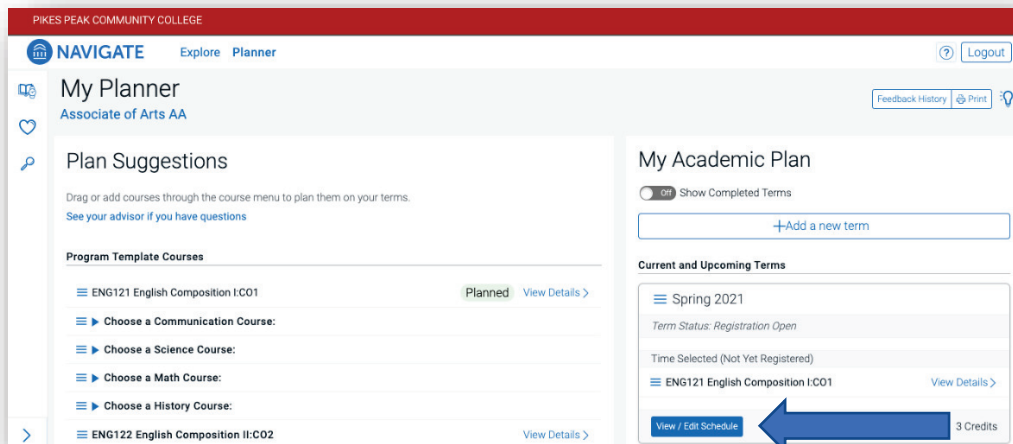
## Dropping Courses in Navigate

**\*\*\*Before dropping or withdrawing from a class, check with Financial Aid and/or Military & Veterans Programs (if you are using any VA Benefits, GI Bill, Tuition Assistance, MyCAA) to see if there will be any consequences as a result.\*\*\***

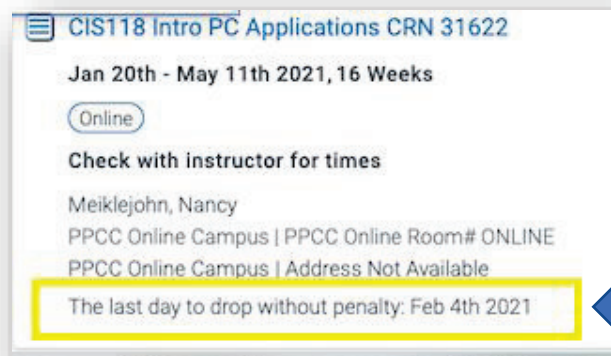
1. Log in to Navigate  
(The steps below will allow you to drop a class if you have been given the necessary permissions.)
2. Click on “Planner”.



3. Under “My Academic Plan”, click on the “View/Edit Schedule” button.



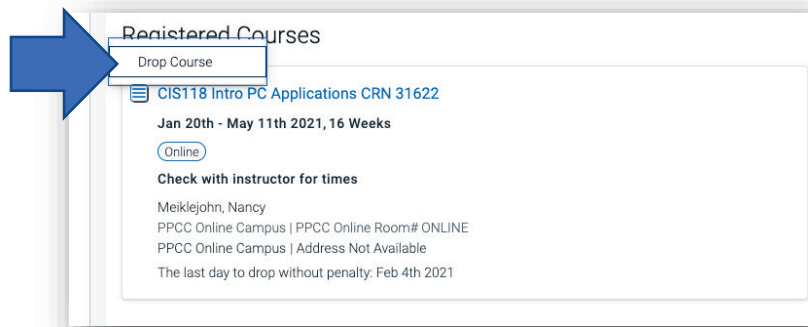
- Scroll down underneath “My Schedule” you will see “Registered Courses”.
- **Note: Classes not dropped by the drop date will be considered a Withdrawal. You will still be responsible for paying the tuition and you will have a grade of “W” for withdrawal listed on your transcript for that semester.**



4. In the upper left-hand corner of the class you want to drop, you will see a small box with the three blue lines.
1. Click on the blue lines, and you will see the option to “Drop Course” (if the drop date has passed, you will not see this option).



5. Click on “Drop Course”.



6. When you have dropped the class, the course will move back to “My Planned Courses”.

