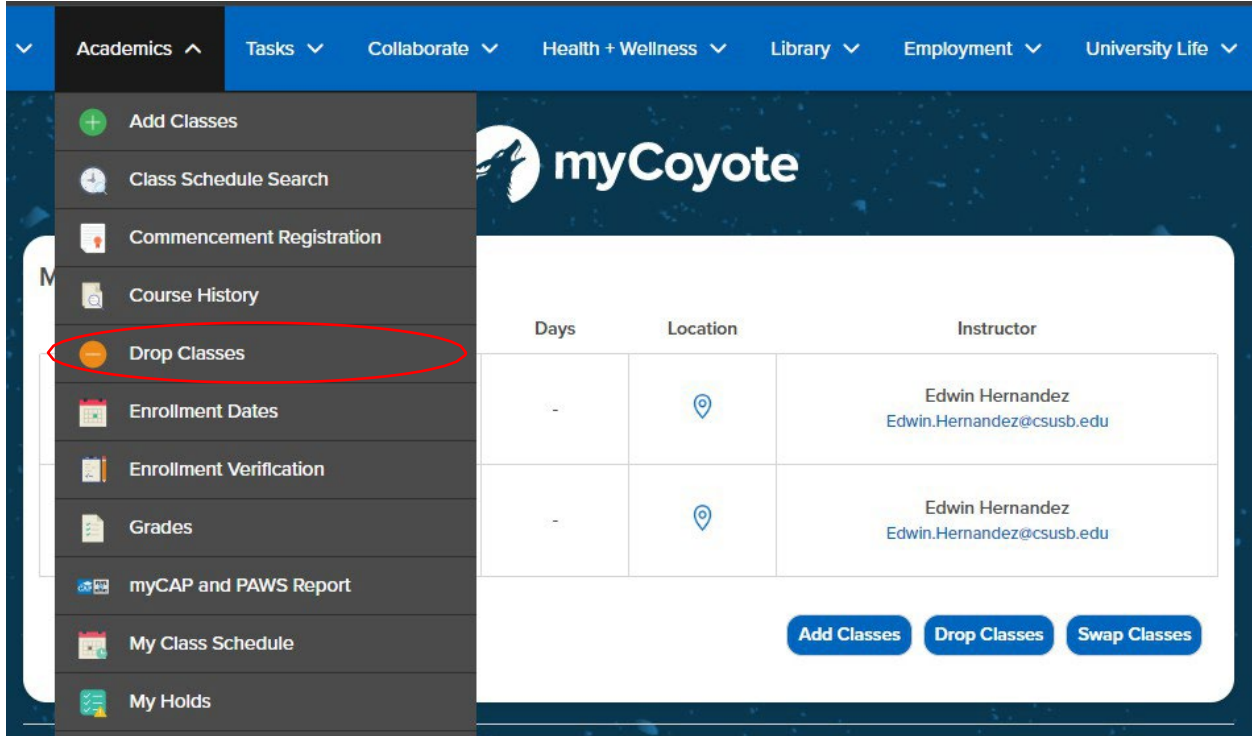


## How to Perform a Drop: Before Census

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

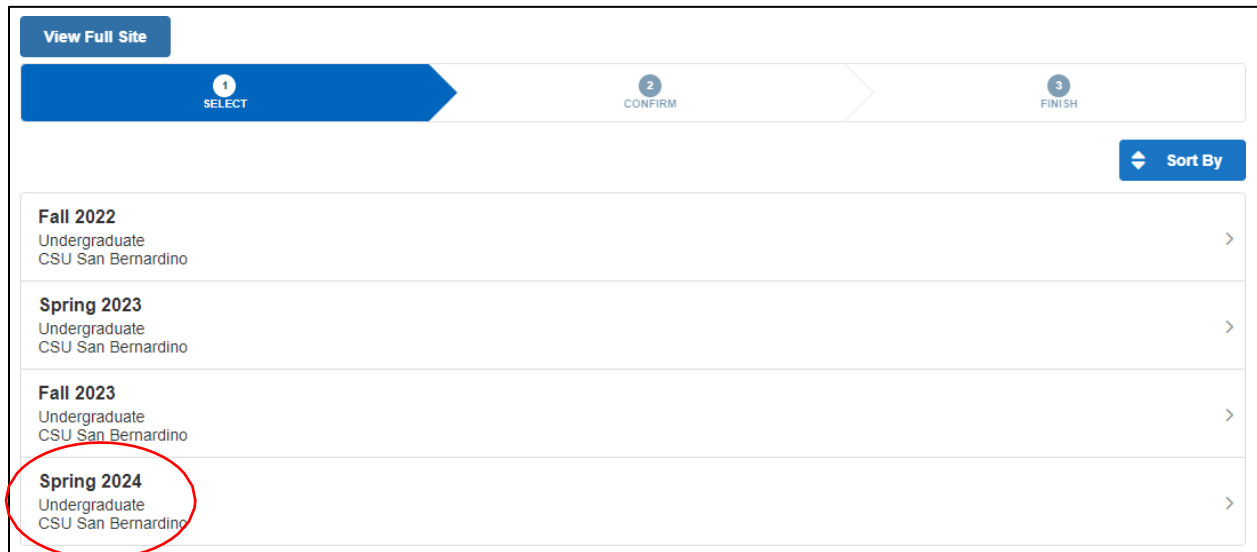
**Step 1.** Log into your myCoyote Web Portal and select “Drop Classes” from the “Academics” dropdown menu.



The screenshot shows the myCoyote web portal interface. The top navigation bar includes 'Academics', 'Tasks', 'Collaborate', 'Health + Wellness', 'Library', 'Employment', and 'University Life'. The 'Academics' dropdown menu is open, and the 'Drop Classes' option is highlighted with a red circle. The main content area displays a table with columns for 'Days', 'Location', and 'Instructor'. The table contains two rows of data, both showing 'Edwin Hernandez' as the instructor. Below the table are three buttons: '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 list of terms for selection. The list includes 'Fall 2022', 'Spring 2023', 'Fall 2023', and 'Spring 2024'. The 'Spring 2024' term is highlighted with a red circle. The list also includes the text 'Undergraduate' and 'CSU San Bernardino' for each term. A 'Sort By' button is visible on the right side of the list.

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 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 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 type="checkbox"/>	ANTH 4603L-63 (40334)	MUSEUM RESEARCH & EXHIB DEVO (Laboratory)	TBA	ONLINE	A. Huhn		✓
<input type="checkbox"/>	HIST 2700-60 (40382)	CALIFORNIA HISTORY (Lecture)	TBA	ONLINE	D. Stahl-Kovell	3.00	✓
<input type="checkbox"/>	PHIL 3014-60 (42120)	ENVIRONMENTAL ETHICS (Seminar)	TBA	ONLINE	K. Creasy	3.00	✓

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	✓

**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.