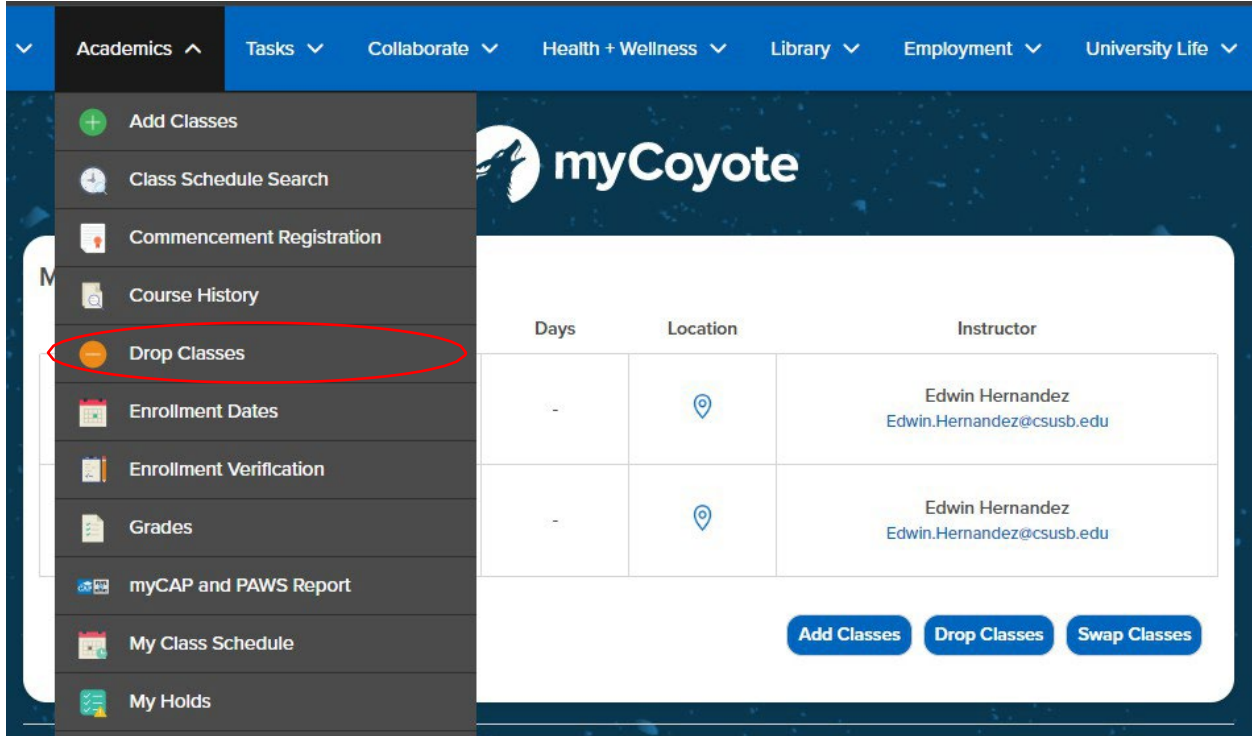## How to Perform a Drop: Before Census

Note: this action can ONLY be performed before the Census Date of the current, active term.
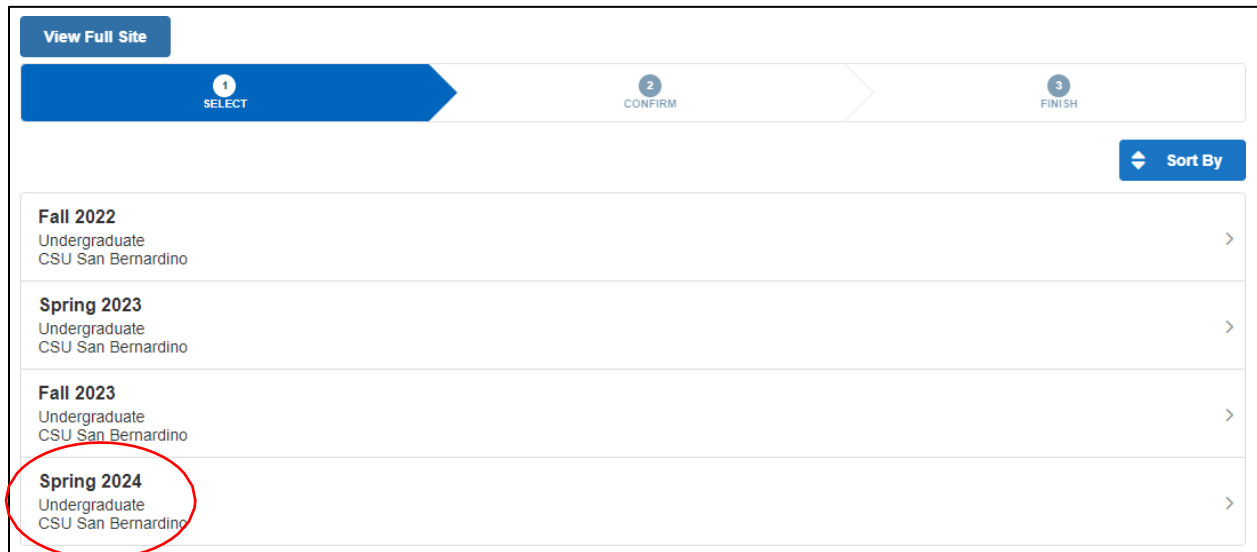
Step 1. Log into your myCoyote Web Portal and select "Drop Classes" from the "Academics" dropdown menu.

Step 2. Select the latest term applicable.

Step 3. Read and Accept notice.

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

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."

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.