

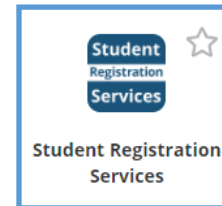
## Follow the directions below to drop a class

### 1. Login to the [myCuesta portal](#).

TIP: Account locked or forgot password? [Click here for Portal Guard Self-Service help](#).

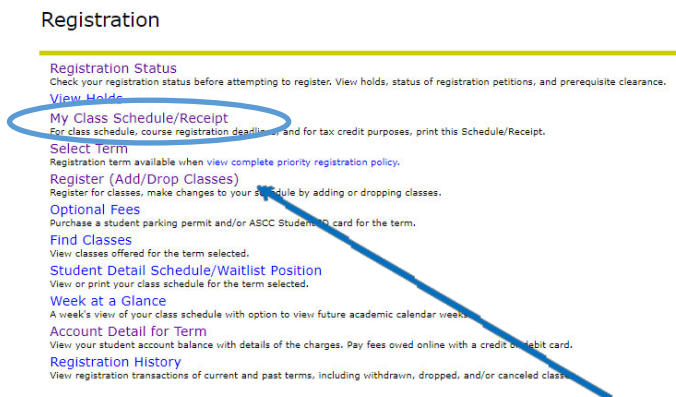
### 2. Click Student Registration Services portlet.

TIP: Click the star to add portlet to your myCuesta Favorites bar.



### Need to Check Drop Deadline?

Click on [My Class Schedule/Receipt](#)



### 3. To drop a class, select Registration menu, click on Register (Add/Drop Classes).

Select term and click **SUBMIT**.

Under **Current Schedule** and **Action**, select the drop-down beside the course(s) you wish to drop.

Current Schedule

Status	Action	CRN
**Registered** on Jan 31, 2021	<input type="text" value="None"/> <input type="text" value="None"/> <input type="text" value="Drop No Grade/No Refund"/>	34603

Total Credit Hours: 1.000

Below are the drop options you will be provided, based on the date you drop and course status.

- **Drop Delete From Schedule:** Before class/semester begins and registration fees credited/refunded.
- **Drop-Partial Refund:** After course/semester begins, within 10% of course or end of 2nd week of full-term course. Partial refund of enrollment fee and nonresident fee only.
- **Drop No Grade/No Refund:** After 10% and within 20% of course, with no grade/W and no refund of fees.
- **Drop Withdrawn:** After 20% and within 60% of short course, with W for withdrawal symbol on transcript and no refund. End of 12th week for full-term course.
- **None:** Too late to withdraw or drop the course as past last drop with W deadline. You will be assigned a letter grade for the course by the instructor.

### 4. Click Submit Changes to process your request.

### 5. View Your Schedule

- To confirm you have officially dropped course(s) and received fee credit/refund if dropped within deadline, return to **Registration Menu**.
- Select **My Class Schedule/Receipt**. Dropped courses should be removed from schedule.
- Print and keep for your records.