**How to Drop a Course using Self-Service**

In this video, we will cover how to drop a course using Student Planning and Registration within Self-Service.

The first step is to confirm that you are within the time frame to make changes to your course selection by reviewing the Important Dates and Deadlines section of the Undergraduate Academic Calendar. If you are reviewing this video before the Add/Change deadline for the current or upcoming term, you will be able to drop a course and add a new one in its place. If it is after the Add/Change deadline, and before the final date for withdrawal from (to drop) courses in the current term, you can drop a course and it will be removed from your Academic Record. The Academic Calendar shows us that for the Fall 2023 semester we can add Fall semester classes up to Thursday, September 21st and we can drop them on or before Tuesday, November 7th. Scrolling down to the Winter 2024 heading will show you the dates for the Winter semester.

After the final date to withdraw from courses in the current term students will remain registered and receive final grades. After this deadline the only way to remove a grade from your transcript is if you have extenuating circumstances that would warrant submitting a Petition for Late Withdrawal. These petitions need to be discussed with an academic advisor so please book an appointment with them if you want to explore your options.

Once you have determined that you can make changes to your course selection, the next step will be to log in to your myTrent account and go to the Academics section to select the Self-Service icon. On the homepage menu for Self-Service, select Student Planning & Registration. This will bring us to the Student Planning & Registration Overview page. Next, we will click on option two, Plan Your Degree and Register for Classes. This brings us to the Plan and Schedule page. By default, this will load the current plan in courses registered for the current term. If the course you wish to remove is in the upcoming term, please use the navigation arrows to navigate to the desired term.

For this example, we will be using the 2023 UG Fall Term. You will see all the courses you have planned or are registered in. To drop a course, simply find the course you wish to drop and click the Drop button. The Register and Drop sections window will open. You can also select other courses you wish to drop. Use the checkbox to select which courses to drop. Once you've selected the courses to drop, you can click the Update button to finalize the action. You have now successfully dropped the course. Note that doing so removes the course from your official registration. The course will remain in your term plan until you remove it from your course plan by clicking the X in the top right corner of the course details box.

We hope that you are now familiar with how to drop courses using Student Planning & Registration. Watch our other how-to videos for more information about Self-Service at Trent University.