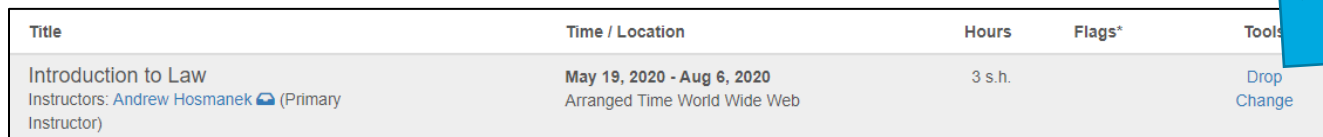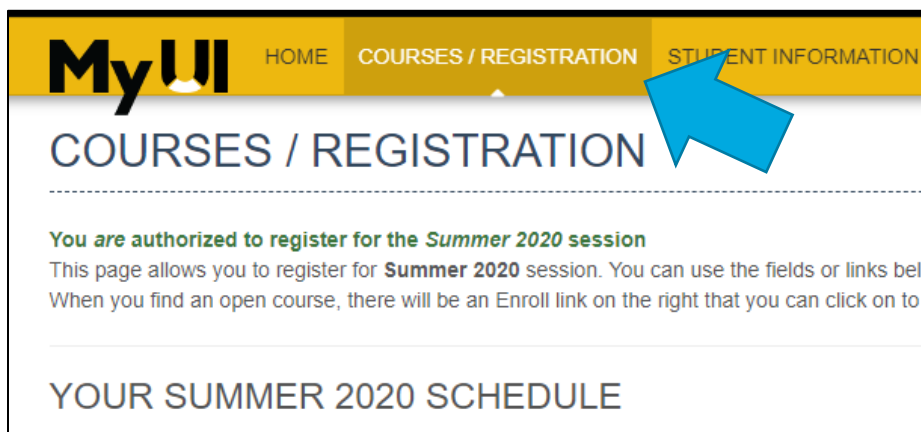# Tippie Quick Guides

How to drop a course in MyUI

*Beginning the 6th day of the **fall/spring semester** or the 1st day of **summer/winter session**, (when MyUI has closed for changes in registration) you may still drop courses in MyUI by following these instructions until the drop deadline. To find drop deadlines for each course, see the Registrar's helpful [Course Deadline Lookup](#).*

1. Log-in to MyUI. Click on Courses/Registration in the yellow banner. You should now see your current schedule of courses.
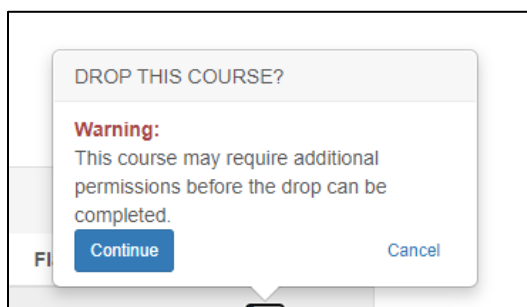

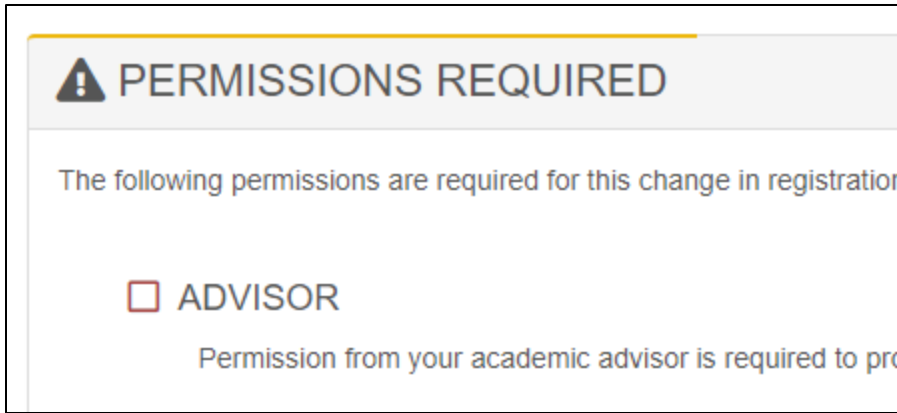2. Click the drop link next to the course you wish to drop.

3. Read the message and click continue if you wish to proceed


4. If you are required to seek permissions, read and follow instructions regarding those permissions. The individuals or offices who need to give permission will be listed under the "Permissions Required" heading:
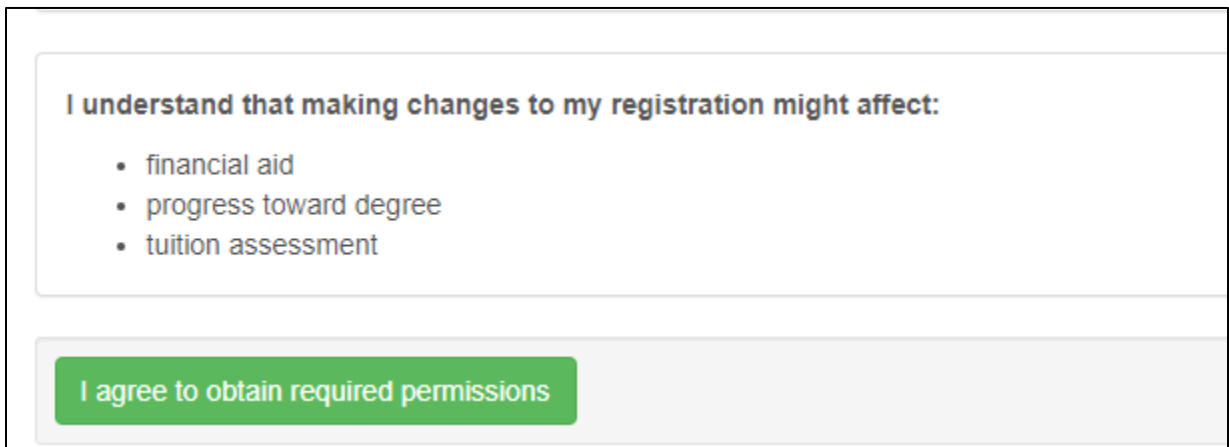
PERMISSIONS REQUIRED

The following permissions are required for this change in registration

☐ ADVISOR

Permission from your academic advisor is required to pro

Note: Instructor permission is not required to drop a course.

5. Once you review details about the permissions, click the blue button to continue.

Continue
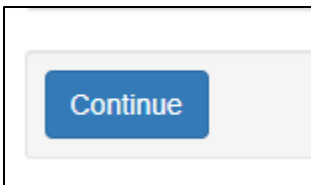
6. You are then taken to a final screen where you are asked to review the deadlines and warnings about possible consequences of the drop. Click the green "I agree" button to confirm you have read this information:

I understand that making changes to my registration might affect:

- financial aid
- progress toward degree
- tuition assessment

I agree to obtain required permissions

Note: Individuals or offices that provide permission <u>do not</u> receive notification of your intention to drop this course. **Please email them to let them know you have initiated a drop**.

7. Once all permissions have been obtained you will receive an email and MyUI message letting you know you can complete the drop.

8. Log-in to MyUI again and click on the **Drop link**. Review and understand warnings, consequences, and deadlines. Click the green **Drop button** to finalize the drop.

Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.

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