

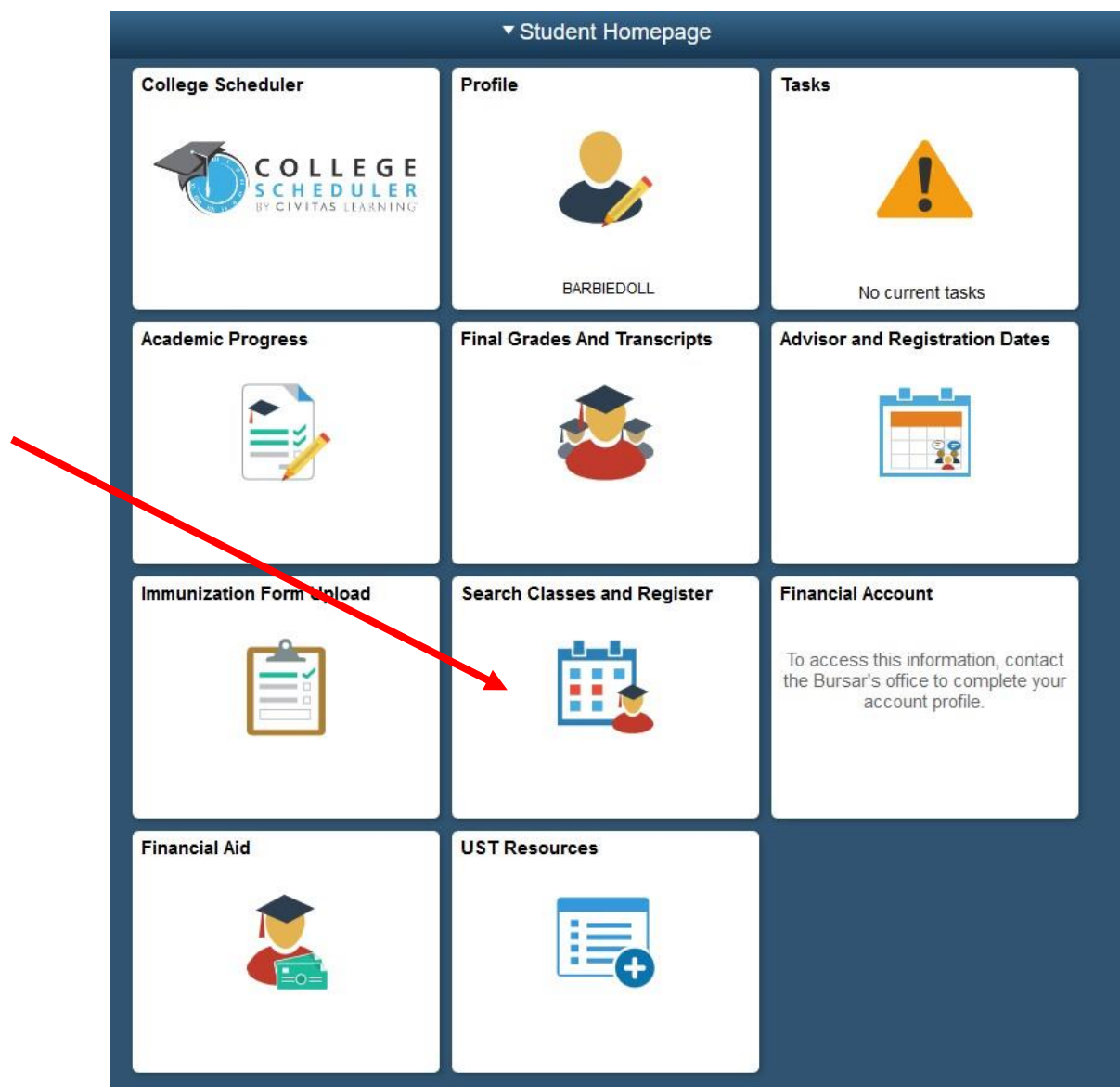


UNIVERSITY OF ST. THOMAS

Student Guide – My STTHOM

HOW TO DROP CLASSES

To DROP your classes, login to your mystthom student account. On the home page, select the Search Classes and Register tab. On this tab, you can search for classes, enroll in classes, drop or swap classes.



On the next screen, look on the left column and select Drop classes.

Student Homepage

- View My Classes
- College Scheduler
- My Weekly Schedule
- Shopping Cart
- Class Search and Enroll
- Update Classes
- Drop Classes**
- Swap Classes
- Browse Course Catalog
- Planner
- Enroll by My Requirements

Select Term

Fran Simpson

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Drop Classes 1 2 3

Select Term

Select a term then select Continue.

Term	Career	Institution
☒ 2021 Spring	Graduate	University of St. Thomas
☐ 2021 Summer I	Graduate	University of St. Thomas
☐ 2021 Summer II	Graduate	University of St. Thomas

[Go to top](#)

Select the TERM and hit Continue

The screen shows the classes that you are enrolled in. Select the class that you want to drop.

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2021 Spring | Undergraduate | University of St. Thomas

☒ Enrolled
 ☒ Dropped
 ☒ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☒	BIE_DL 4330-A (2123)	Fndtns/Meth-2nd Language Acq. (Lecture)	TuTh 3:35PM - 4:50PM	SHP251 Classroom	G. Torres-Rimbau	3.00	✓
☐	EDUC 3101-A (2098)	Field Experience Seminar II (Field)	TuTh 9:35AM - 10:50AM	Malloy Hall 016	J. Kiekel	1.00	✓
☐	EDUC 3313-A (2099)	Digital Instructional Strat (Lecture)	MoWe 3:10PM - 4:25PM	Malloy Hall 020	J. Kiekel	3.00	✓
☐	MS 4331-A (2133)	Essentials of Science (Lecture)	MoWe 12:10PM - 1:25PM	Malloy Hall 017	R. Krustchinsky	3.00	✓
☐	RDGED 3305-A (2134)	Foundations of Reading (Lecture)	MoWe 1:40PM - 2:55PM	Malloy Hall 013	A. Gonzalez	3.00	✓
☐	THEO 2301-C (1771)	Teachings of the Cath. Church (Lecture)		TBA	W. Diem	3.00	✓

Hit the Drop Selected Classes button.

Review the information on the Confirm your selection screen.

Drop Classes

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2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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✔ Enrolled

✖ Dropped

⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BIE_DL 4330-A (2123)	Fndtns/Meth-2nd Language Acq. (Lecture)	TuTh 3:35PM - 4:50PM	SHP251 Classroom	G. Torres-Rimbau	3.00	✔

Cancel

Previous

Finish Dropping

Click the Finish Dropping button to drop the classes you have selected.

On the View results page, a green checkmark displays next to the classes that have been dropped.

Drop Classes

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3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

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✔ Success: dropped

✖ Error: unable to drop class

Class	Message	Status
BIE_DL 4330	Success: This class has been removed from your schedule.	✔

My Class Schedule