In this tutorial you will learn how to delete a class from your schedule.

In this tutorial, Psych 101 will be dropped.

To delete a class, still select the Enroll link.
Slide 5
Slide notes:
Text Captions: If there are multiple terms on PAWS you may need to select the appropriate term.

For this example, Fall 2009 will be selected.

Slide 6
Slide notes:
Text Captions: Select the Continue button

Slide 7
Slide notes:

Slide 8
Slide notes:
Text Captions: The Enroll folder opens on the Add tab

Select the Drop tab.
Slide 9
Slide notes:

Text Captions: The Drop tab opens

This page shows all the classes that can be dropped

Slide 10
Slide notes:

Text Captions: Select the class that you wish to drop

Select the Drop Selected Classes button

Slide 11
Slide notes:

Text Captions: Scroll down to the class that you want to drop

Select the class that you wish to drop

Slide 12
Slide notes:

Text Captions: Notice Psych 101 has multiple parts. A Lecture and Discussion.

There is only one checkbox for both parts.

Select the Drop Selected Classes button
Verify that this is the class that you wish to drop

Text Captions: This is Step 2 of the Drop process

Select the Finish Dropping button

Text Captions: Select the Finish Dropping button

Check to see if the class was successfully dropped. Status should show a green check mark.

Important to read all messages
Slide 17
Slide notes:
Text Captions: The My Class Schedule page appears
You may need to scroll to find the specific class

Slide 18
Slide notes:
Text Captions: Notice the Psych 101 has a status of Dropped

Slide 19
Slide notes:
Text Captions: Select the drop down arrow to return to the Student Center

Slide 20
Slide notes:
Text Captions: Select the Student Center item
Slide 21
Slide notes:
Text Captions: Select the >> to continue

Slide 22
Slide notes:
Text Captions: The Student Center page appears
Psych 101 no longer displays

Slide 23
Slide notes:
Text Captions: Summary
In this tutorial you have learned how to delete a class from your schedule.

Slide 24
Slide notes:
Text Captions: Congratulations!
You have completed the "Drop a Class"
PAWS Tutorial
Click the X in the upper right hand corner to close the tutorial window.

Or select a link to continue:
* To view another tutorial
* To sign into PAWS
* To view PAWS Training web site

Slide 25
Slide notes:
Text Captions: Click the X in the upper right hand corner to close the tutorial window.

Or select a link to continue:
* To view another tutorial
* To sign into PAWS
* To view PAWS Training web site