How to Drop or Withdraw from a Class

You can drop or withdraw from a class and view your record in Self-Service Banner (SSB) through My COMMONWEALTHU.

1. Log into **MyCommonwealthu**: https://www.commonwealthu.edu/my-commonwealthu
2. Click on the Quick Link: **Banner Student (Self-Service)**.
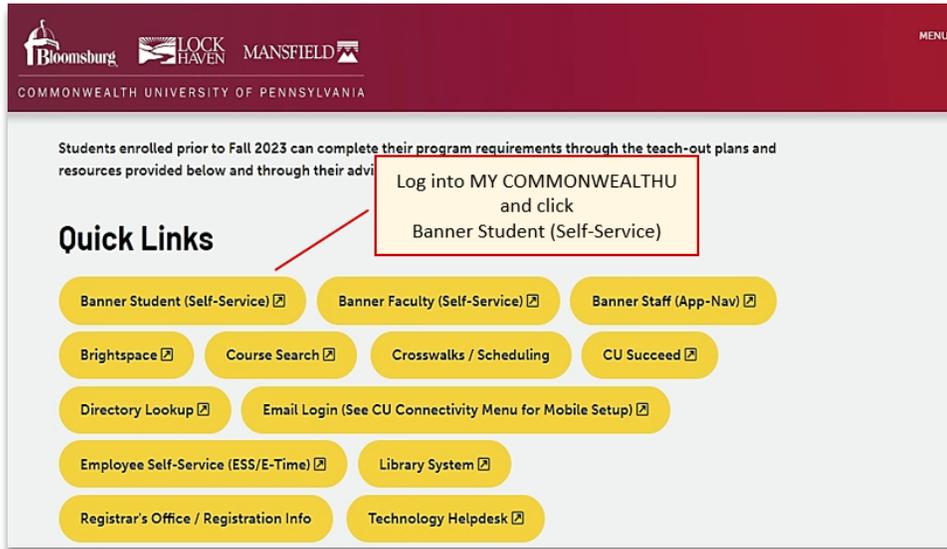
Banner Student (Self-Service)

From the main page of Student Self-Service, click on Registration.
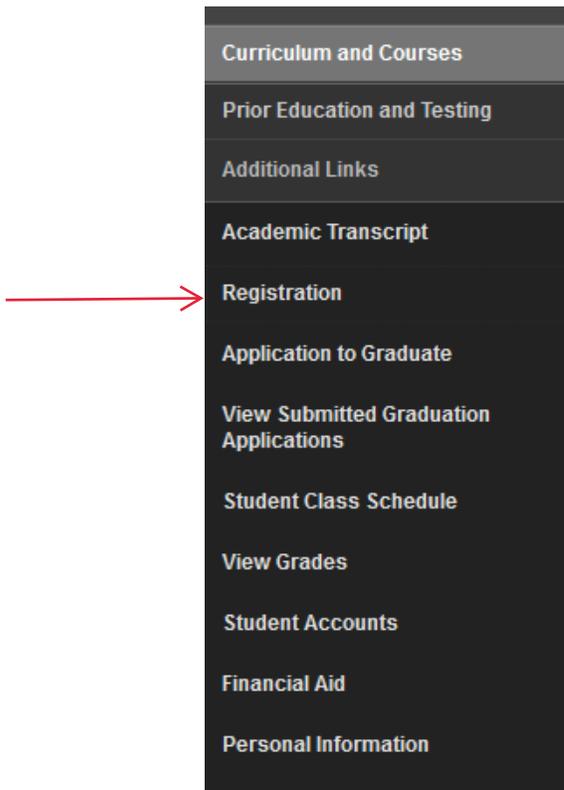
Registration

- Click on Register for Classes.
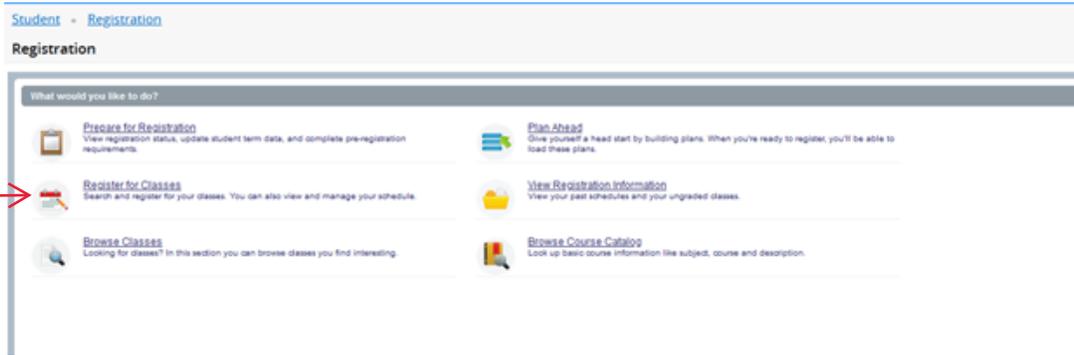
Then, select a term and click continue:
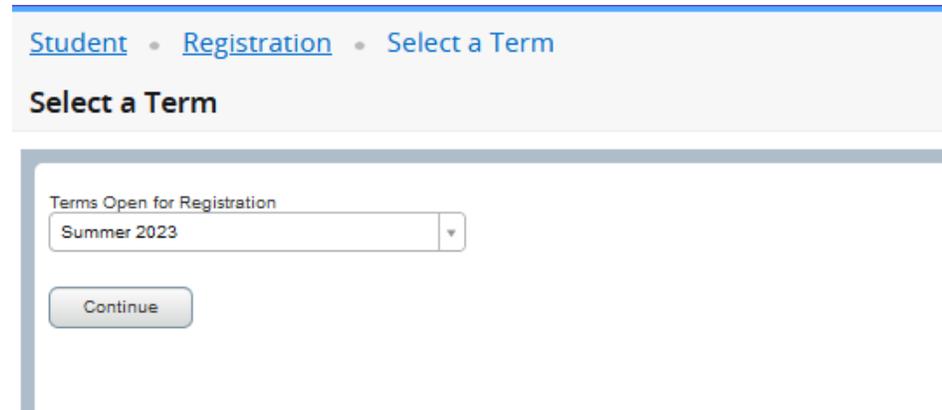
Changes to Current Schedule

The course sections you chosen are listed by: Schedule, Summary and the Action pulldown menus.

- *Schedule* - outlines the courses and times, days and locations.
- *Summary* - outlines the courses you registered for and any courses on a Waitlist.
- *Action button* – make changes to your schedule - drop/withdraw and add.
    i. Choose the course you want to drop/withdraw.
    ii. Click on the Action pulldown menu to change.
    iii. Click Submit to save the changes.
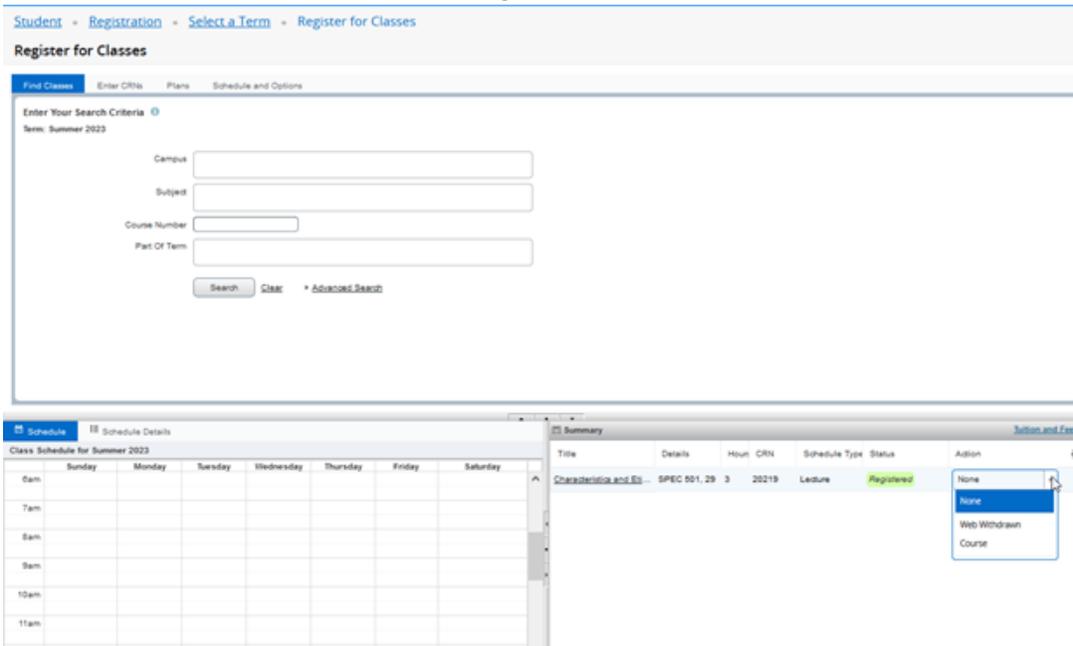
- Check your schedule to confirm changes.