

## 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).

COMMONWEALTH UNIVERSITY OF PENNSYLVANIA	MENU
Students enrolled prior to Fall 2023 can complete their program requirements through the teach-out plans and resources provided below and through their advi Log into MY COMMONWEALTHU and click Quick Links	
Banner Student (Self-Service) Banner Faculty (Self-Service) Banner Staff (App-Nav)   Brightspace Course Search Crosswalks / Scheduling CU Succeed	
Directory Lookup DEmail Login (See CU Connectivity Menu for Mobile Setup) DEmployee Self-Service (ESS/E-Time) DEMain Library System DEMain Setup)	
Registrar's Office / Registration Info	

## **Banner Student (Self-Service)**

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

	Curriculum and Courses
	Prior Education and Testing
	Additional Links
	Academic Transcript
>	Registration
	Application to Graduate
	View Submitted Graduation Applications
	Student Class Schedule
	View Grades
	Student Accounts
	Financial Aid
	Personal Information

## Registration

• Click on Register for Classes.

	What would you like to do?										
		Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	-	Plan Ahead One powert a head start by building plans. When you're ready to register, you'll be able to load these plans.							
$\rightarrow$	*	Register for Classes Search and register for your classes. You can also view and manage your schedule.	-	View Registration Information View your part streadures and your ungraded classes.							
		Browse Classes Looking for disses? In this section you can broke classes you find interesting.	1	Browse Course Catalog Look up basic course information like subject, course and description.							

Then, select a term and click continue:

Student • Registration • Select a Term											
Select a Term											
Terms Open for Registration Summer 2023 v 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.

-				_												
Stude	nt - Reg	stration -	Select a	Ierm - Re	gister for (	Classes										
Regis	ter for Cla	asses														
Field	Casses Ero	er CRNs Pila	ns Schedu	Je and Options				_			_					_
Enter Term:	Your Search ( Summer 2023	Criteria 0														
		Campu														
		Subje	a													
		Course Numb	*													
		Part Of Ten	-													
			Search	Ciese: +	Advanced Sear	2										
<u> </u>																_
E Sche	oute III po	hedule Details							E Summary	_	_		_		Initian.a	od.Exes
Class Sci	hedule for Sume	ner 2023						_	Title	Details	Hour	CRN	Schedule Type	Status	Action	-
0am	Sunday	Monday	heroday	memeroay	Inursoay	Pricey	Saturday	^	Characteristics and ES	SPEC 501, 29	з	20219	Ledure	Registered	None	ß
7am															None	1
									-						Web Withdrawn	
0am															Course	
9am																_
10am									1							
11am																
12nm																

• Check your schedule to confirm changes.