

# STUDENT PLANNING: HOW DO I DROP A COURSE?



## How do I DROP A COURSE in STUDENT PLANNING?

<https://myaccount.highpoint.edu>

**Enter your User Name**

**Enter your Password**

A screenshot of a 'Sign In' form overlay. The form has a white background with a blue border. It contains fields for 'User name' and 'Password', and a blue 'Sign In' button. The 'User name' field contains the text 'ppanther'. The 'Password' field is masked with dots. The background of the form shows a blurred image of a university building.

Sign In

User name

ppanther

Password

\*\*\*\*\*

Sign In

\*hint: your user name is usually a combination of the first letter of your first name + your last name (up to the first 7 letters).  
example: Prowler Panther  
ppanther

Welcome to Ellucian Self-Service, a platform utilized by High Point University to help you keep all things academic and financial in one accessible place.

To access Colleague Self-Service, enter [myaccount.highpoint.edu](https://myaccount.highpoint.edu) into your web browser.

Next, enter your user name and password and click Sign In.

This tutorial will offer you one way to DROP a course.

# STUDENT PLANNING: HOW DO I DROP A COURSE?

From your Self-Service portal/dashboard,  
Click on the **Student Planning** Module.

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.



#### Student Accounts

Here you can view your latest statement and make a payment online.



#### Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



#### Grades

Here you can view your grades by term.



#### Student Financial Planning

Here you can access financial aid data, forms, etc.



#### Course Catalog

Here you can view and search the course catalog.


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FROM YOUR SELF-SERVICE DASHBOARD, CLICK ON THE MODULE FOR STUDENT PLANNING.

# STUDENT PLANNING: HOW DO I DROP A COURSE?

Click on **Go to Plan & Schedule.**

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**Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Cumulative GPA	Progress
3.500 (2.000 required)	<div><div></div></div>
3.500 (2.000 required)	<div><div></div></div>

Wed	Thu	Fri	Sat

CLICK ON GO TO PLAN & SCHEDULE

# STUDENT PLANNING: HOW DO I DROP A COURSE?

From the **left hand column view side**, locate the course you want to **drop** and **click** on the blue **Drop** button.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. The 'Schedule' tab is active. On the left, a course card for 'MTH-1310-08: Appl Math Model Business' is displayed. It includes details like 'Credits: 4 Credits', 'Grading: Graded', and 'Instructor: Michel, J'. A blue button labeled 'Drop' is visible at the bottom of the course card, with a mouse cursor clicking on it. To the right, a calendar grid shows the course scheduled for Monday and Wednesday at 11am.

	Sun	Mon	Tue	Wed	Thu
9am					
10am					
11am		MTH-1310-08		MTH-1310-08	
12pm					
1pm					
2pm					

FROM THE SCHEDULE TAB, YOU WILL NOTICE THAT YOUR SCHEDULE WILL APPEAR IN BOTH A VERTICAL COLUMN VIEW AND A CALENDAR GRID VIEW.

WE WILL LOOK AT DROPPING A COURSE/CLASS USING THE LEFT HAND VERTICAL COLUMN VIEW.

SCROLL AND LOCATE THE COURSE/CLASS YOU WANT TO DROP AND CLICK ON THE BLUE BUTTON LABELED DROP.

## STUDENT PLANNING: HOW DO I **DROP** A COURSE?

**A pop-up box “Register and Drop Sections” will appear**  
**Select the sections to drop**  
**Click Update**

Plan your D Register and Drop Sections

Schedule

You have elected to drop: MTH-1310-08 (4 Credits)

Select sections to drop:

☒ MTH-1310-08 (4 Credits)

Cancel Update

Drop

View other sections

A POP-UP BOX WILL APPEAR.

THE POP-BOX CALLED REGISTER AND DROP SECTIONS WILL APPEAR

SELECT THE SECTION TO DROP

CLICK UPDATE

## STUDENT PLANNING: HOW DO I DROP A COURSE?

Once the course is **DROPPED**, you will notice the color of two areas turn from **GREEN** to **YELLOW**...

The course will remain listed as **"PLANNED"** unless you **REMOVE** by clicking the **"X"** in the upper right corner



The screenshot shows a web interface for student planning. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these, there's a navigation bar with '<', '>', '2023 Fall Undergraduate', and a '+'. On the right is a 'Register Now' button. Below the navigation bar are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A status bar shows 'Planned: 4 Credits', 'Enrolled: 2 Credits', and 'Waitlisted: 0 Cred'. The main area is divided into two sections. On the left, under 'Meeting Information', there's a 'Drop' button and a 'View other sections' link. Below this, a course entry for 'MTH-1310-08: Appl Math Model Business' is shown. It has a yellow warning icon and text: 'MTH-1310 or Placement in MTH-1310 - Must be completed prior to taking this course'. Below that, it says 'Planned' with a checkmark, 'Credits: 4 Credits', 'Grading: Graded', 'Instructor: Michael J', '8/21/2023 to 12/15/2023', and 'Seats Available: 1'. On the right, there's a calendar grid with days of the week (Sun to Sat) and times (8am to 5pm). The course is scheduled for Monday, Wednesday, and Friday from 11am to 12pm. Each time slot has a yellow box with 'MTH-1310-08' and a red 'X' in the upper right corner. An orange arrow labeled 'OR' points from the 'X' in the course entry on the left to the 'X' in the calendar slot.

ONCE THE COURSE IS DROPPED, YOU WILL NOTICE THE COLOR OF THE TWO AREAS TURN FROM GREEN TO YELLOW.

THE COURSE WILL REMAIN ON YOUR SCHEDULE TAB AS PLANNED.

IF YOU WOULD LIKE TO REMOVE THE PLANNED COURSE, CLICK THE "X" IN THE UPPER LEFT HAND CORNER.

# STUDENT PLANNING: HOW DO I DROP A COURSE?

**WHEN CAN I NOT DROP A COURSE USING STUDENT PLANNING?**

**2023 AUGUST**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**8/21/2023: FDOC**

**8/25/2023: LAST DAY TO ADD/DROP VIA STUDENT PLANNING**

**8/26/2023 - 10/27/2023**  
WITHDRAW/DROP PERIOD - CAN'T DROP VIA STUDENT PLANNING,  
MUST PRESENT SIGNED DROP FORM TO THE OFFICE OF THE UNIVERSITY REGISTRAR'S OFFICE

**2023 SEPTEMBER**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**2023 OCTOBER**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOTE: DATES WILL CHANGE FROM TERM TO TERM.  
BE SURE TO REFERENCE THE ACADEMIC CALENDAR**

WHEN SHOULD I USED STUDENT PLANNING TO DROP A COURSE AND WHEN CAN I NOT USE STUDENT PLANNING TO DROP A COURSE?

GOOD QUESTION...

YOU CAN UTILIZE STUDENT PLANNING TO ADD AND OR DROP CLASSES DURING PRE-REGISTRATION & DURING THE FIRST WEEK THAT CLASSES START...

THE EXAMPLE HERE USES THE FALL 2023 TERM.

THE FIRST DAY OF CLASSES (FDOC) WAS 8/21/2023 AND THE LAST DAY TO ADD OR DROP A COURSE WAS 8/25/2023.

BEGINNING ON 8/26/2023, STUDENT PLANNING CAN NO LONGER BE USED TO DROP A COURSE.

THE TIMEFRAME THE LIES BETWEEN THE LAST DAY TO ADD/DROP (8/26/2023) AND THE LAST DAY TO WITHDRAW FROM A COURSE (10/27/2023) REQUIRES A SIGNED ADD/DROP FORM BE SUBMITTED TO THE OFFICE OF THE UNIVERSITY REGISTRAR.

IT IS IMPORTANT TO UNDERSTAND THESE DATES FOR EACH SEMESTER AS THE DATES

DO CHANGE