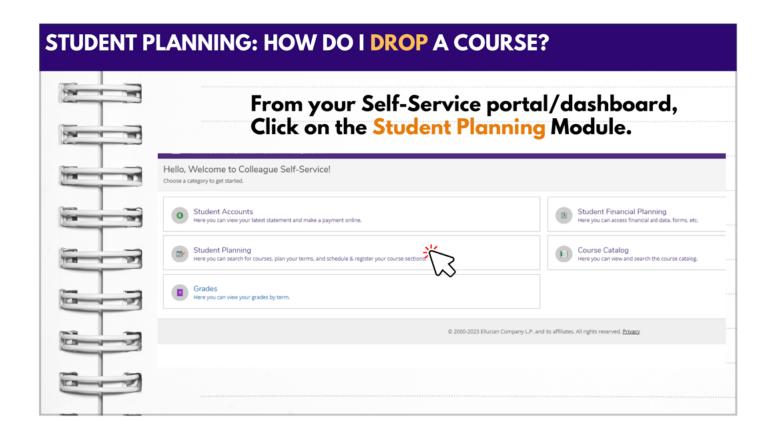


Welcome to Ellucian Self-Service, a platform utilized by High Point University to help you keep all things academic and financial in one accessible place.

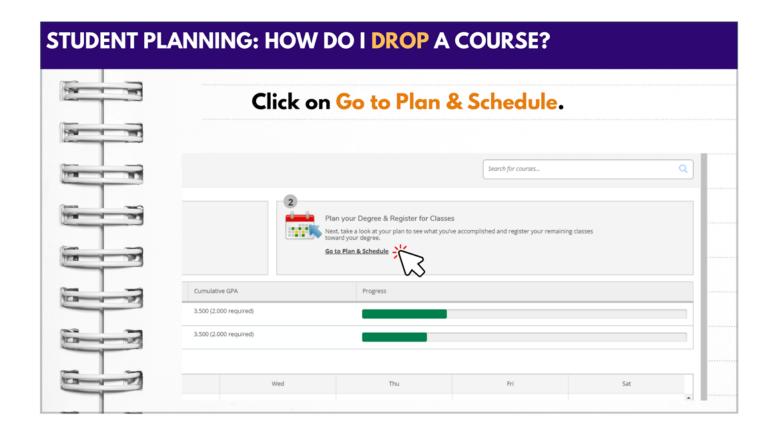
To access Colleague Self-Service, enter myaccount.highpoint.edu into your web browser.

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

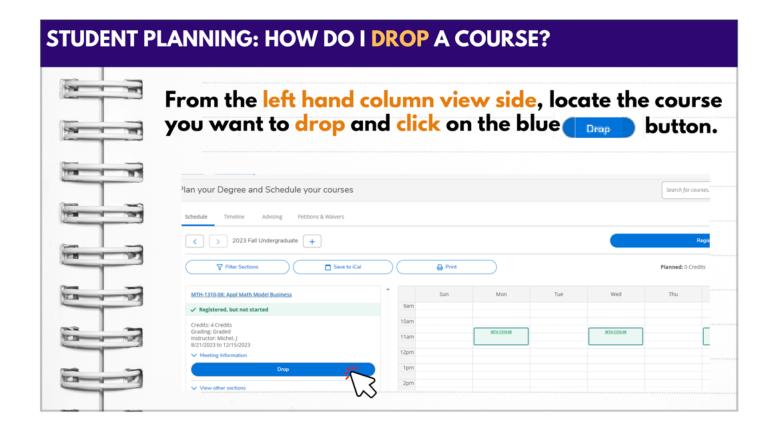
This tutorial will offer you one way to DROP a course.



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



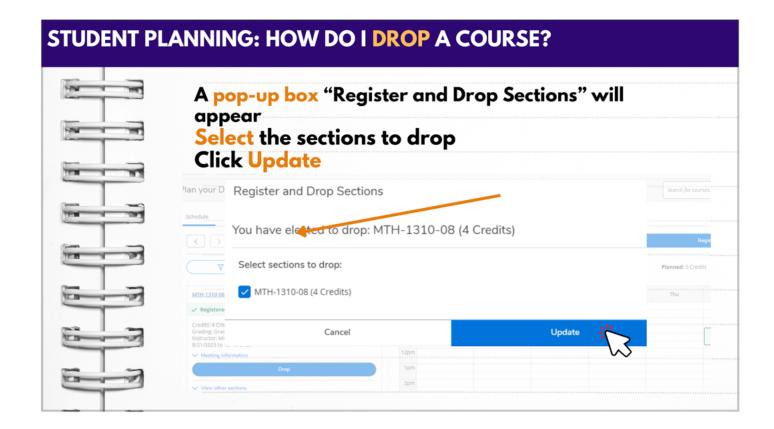
CLICK ON GO TO PLAN & SCHEDULE



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.

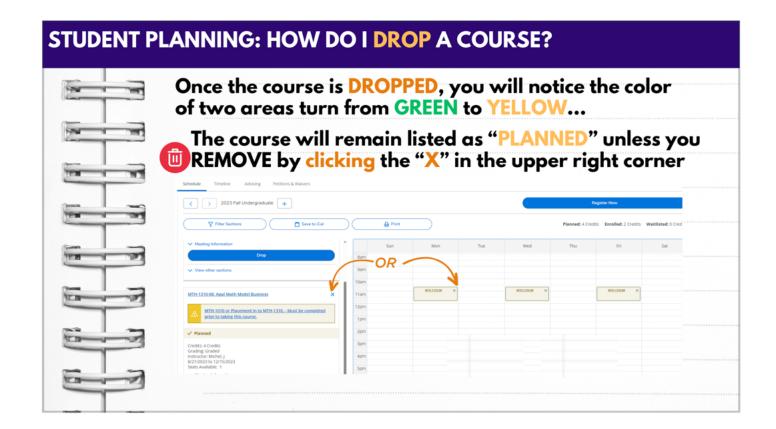


A POP-UP BOX WILL APPEAR.

THE POP-BOX CALLED REGISTER AND DROP SECTIONS WILL APPEAR

SELECT THE SECTION TO DROP

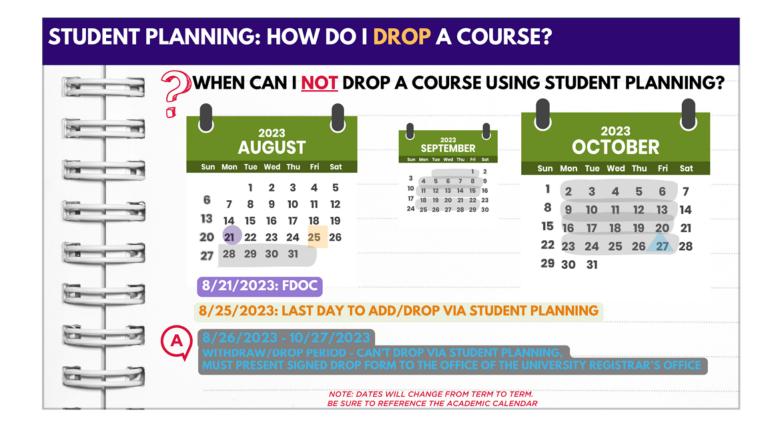
CLICK UPDATE



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.



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-REGISTGRATION & 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