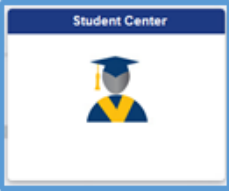


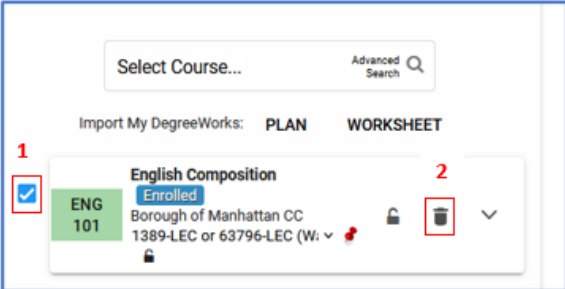
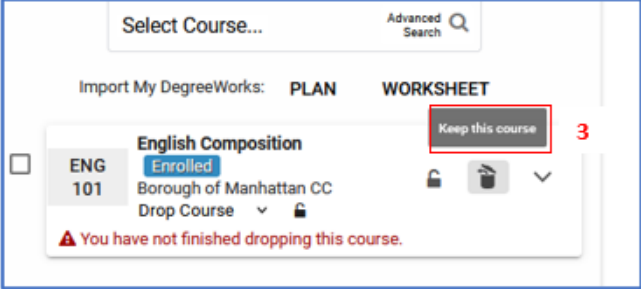


How to Drop/Withdraw a class via Schedule Builder

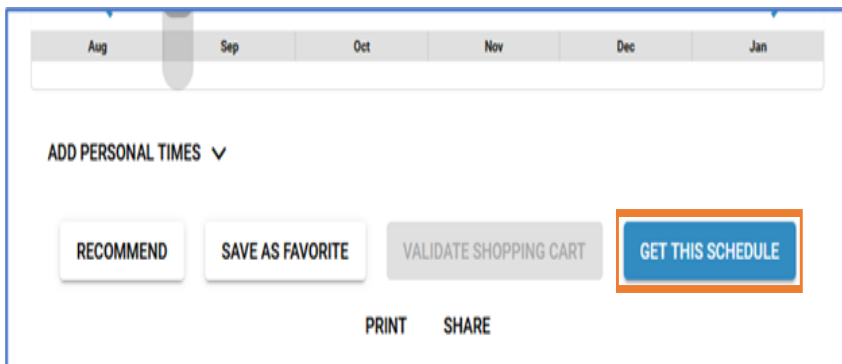
Please follow the steps in the table to drop/withdraw a class.

Step	Action
1	<ul style="list-style-type: none"> Log into CUNYfirst: https://home.cunyfirst.cuny.edu Go to "Student Center"
2	<ul style="list-style-type: none"> Access Schedule Builder via Student Center: <p>A - Select Student Center</p>  <p>B - Select Schedule Builder</p> 
3	<p>Select your semester: Click on Fall 2021</p> 
4	<p>1- Check the box next to the course you wish to drop/withdraw from, and 2-click on the little recycle bin. 3- To cancel: click on "keep this course"</p>  

Step

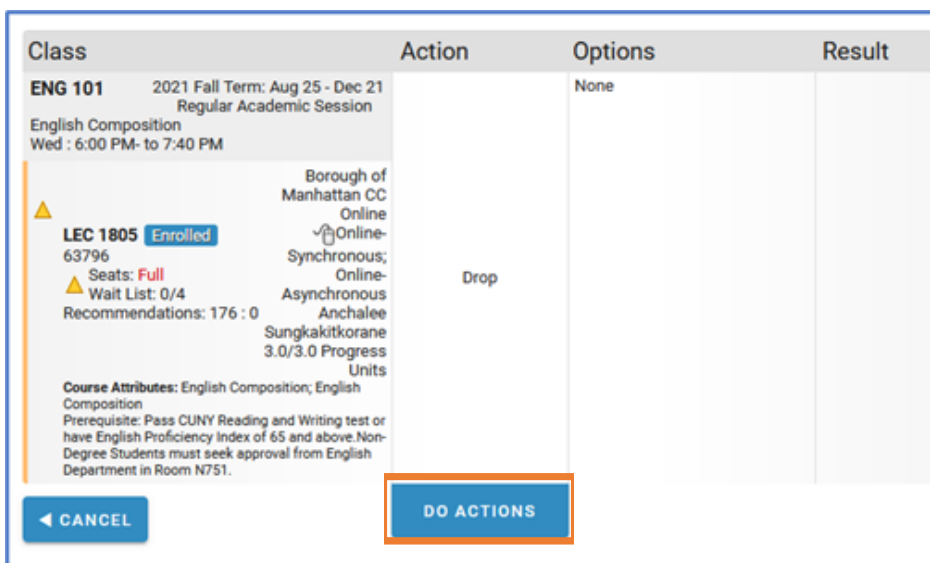
5

Click "**Get this Schedule**" to continue on dropping/withdrawing the class:



6

Click "**Do Actions**" to finish dropping/withdrawing the class:



7

You should get a result of "**Dropped**", and in case of withdrawal you will see this message: "**You have given a grade of W for this class**".

