



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: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>A - Select Student Center</p>  </div> <div style="text-align: center;"> <p>B - Select Schedule Builder</p>  </div> </div>
3	<p>Select Semester for Course(s) to be Dropped/Withdrawn</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>2026 Spring</p> <p>Enrollment Appointments:</p> <ul style="list-style-type: none"> Regular Academic Session Oct 20, 2025 5:45am to Feb 15, 2026 11:59pm Winter Session Oct 20, 2025 5:45am to Jan 4, 2026 11:59pm Eight Week - Second Session Jan 12, 2026 5:15am to Apr 5, 2026 11:59pm Seven Week - First Session Jan 12, 2026 5:15am to Feb 11, 2026 11:59pm <p>Open Enrollment Dates:</p> <ul style="list-style-type: none"> Regular Academic Session Feb 16, 2026 Winter Session Jan 5, 2026 Eight Week - Second Session Apr 6, 2026 Seven Week - First Session Feb 12, 2026 Pre-College Programs Session Feb 16, 2026 </div>
4	<p>Click on the trashcan for the course to be dropped. To undo the action click the trashcan again.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>College Algebra with Trigonometry</p> <p>MAT 157 Enrolled</p> <p>Drop Course v 🔒 🗑️ v</p> <p style="font-size: 0.8em; color: red;">⚠️ You have not finished dropping this course. Use the 'Continue' button to proceed.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>College Algebra with Trigonometry</p> <p>MAT 157 Enrolled</p> <p>Drop Course v 🔒 🗑️ ^</p> <p style="background-color: #6c757d; color: white; padding: 2px; font-size: 0.8em;">Keep this course</p> </div> </div>

Step

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Click "**Continue**" to finalize dropping/withdrawing the class:

Total Progress Units: 10.0/10.0

RECOMMEND SAVE AS FAVORITE VALIDATE SHOPPING CART **CONTINUE**

PRINT SHARE

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

Class	Action	Options	Result
ENG 101 2021 Fall Term: Aug 25 - Dec 21 Regular Academic Session English Composition Wed : 6:00 PM- to 7:40 PM		None	
LEC 1805 Enrolled 63796 Seats: Full Wait List: 0/4 Recommendations: 176 : 0	Drop	Borough of Manhattan CC Online Online- Synchronous; Online- Asynchronous Anchalee Sungkakitkorane 3.0/3.0 Progress Units	

Course Attributes: English Composition; English Composition
Prerequisite: Pass CUNY Reading and Writing test or have English Proficiency Index of 65 and above. Non-Degree Students must seek approval from English Department in Room N751.

DO ACTIONS CANCEL

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Tuition and Fee Agreement

Before completing any enrollment actions (add, drop, or swap), the following user agreement will show. There will be the option to acknowledge 'I,agree. to the terms via the provided link (<https://www.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/v-student-liability/#general-policies>) in order to proceed with enrollment or can select 'Cancel' to return to the schedule results page without enrolling.

University Tuition & Fee Agreement

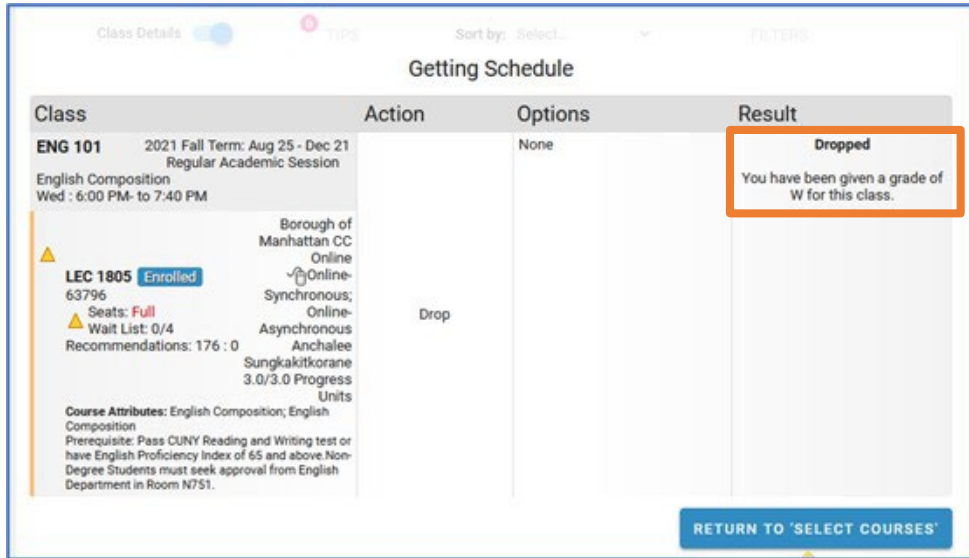
By clicking I AGREE, you request the course enrollment selected, agree to the tuition, fee and other terms of CUNY's Tuition and Fee Manual (TFM) and confirm receipt of the TFM from <https://www.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/v-student-liability/policies>

To exit without adding these courses or agreeing to the terms of the TFM, click CANCEL.

I AGREE CANCEL

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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**”.



Please note:

Refer to the **Academic Calendar** for Drop/Withdraw Deadlines

Withdrawing from a course may impact your financial aid and academic progress. It is strongly recommended that you consult with an academic advisor and financial aid before making any changes.