LEHMAN COLLEGE

Drop Wait List Classes:

Students may use the self-service drop wait list class feature when a student no longer wants to be on the wait list for a class.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst.
2.	Enter your CUNYfirst Username and Password and click the **Go** button ⏩ to login.
3.	Click on **HR/Campus Solutions** link under Enterprise Menu
4.	Navigate to: **Self Service > Student Center**.
5.	On the **Student Center** page under Academics section, click the **Enroll** link.
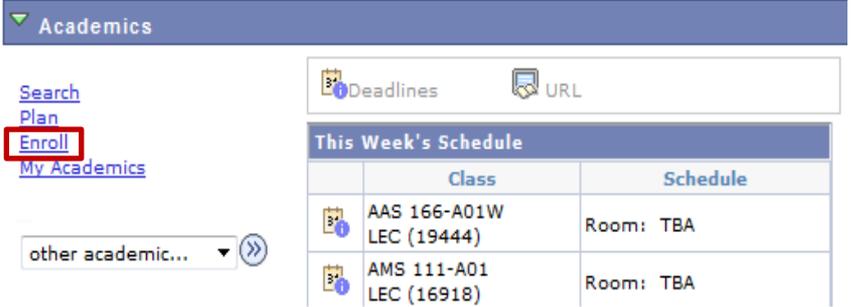
Search	Plan	Enroll		My Academics
my class schedule	add	drop	edit	term information	law exam num

Drop Classes

1 — 2 — 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2013 Summer Term | Undergraduate | Lehman College

	✔ Enrolled	⊗ Dropped	⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☐	BIO 230-01A (2406)	MICROBIOLOGY (Lecture)	MoWe 8:00AM - 12:25PM TuTh 8:00AM - 12:25PM	Science 2101 Science 2103	Staff	4.00	⚠
☐	POL 166-H01B (2608)	The American Political System (Lecture)	MoWe 10:15AM - 12:15PM	TBA	B. Murdaco	3.00	✔

DROP SELECTED CLASSES

Click on the **drop** tab on the top of the page to display the
Drop Classes screen.

7.

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Select the classes to drop and click Drop Selected Classes.

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	✔ Enrolled	⊗ Dropped	⚠ Wait Listed

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DROP SELECTED CLASSES

▶ My 2013 Summer Term Class Schedule

Select the **wait list** ⚠ class you wish to drop. Once the class
has been selected, click on the **DROP SELECTED CLASSES**
button.

8.	**Drop Classes** 1—2—3 **2. Confirm your selection** Click Finish Dropping (at the bottom right of this page) to process your drop request. To exit without dropping these classes, click Cancel. As of the first day of classes, students who drop below their originally registered credit level may be assessed a tuition penalty based on the effective date of the drop according to CUNY's Tuition Schedule. Check the Academic Calendar for deadline dates for enrollment and withdrawal requests. If you are a Financial Aid recipient, check with the Financial Aid Office to learn how your Financial Aid awards may be affected by any changes in enrollment. International Students - consult with your International Advisor. 2013 Summer Term | Undergraduate | Lehman College **Note:** *Review all information on this page* ✔Enrolled ⊗Dropped ⚠ Wait Listed **Table:** | Class | Description | Days/Times | Room | Instructor | Units | Status | | BIO 230-01A (2406) | MICROBIOLOGY (Lecture) | MoWe 8:00AM - 12:25PM TuTh 8:00AM - 12:25PM | Science 2101 Science 2103 | Staff | 4.00 | ⚠ | CANCEL PREVIOUS FINISH DROPPING Verify that the wait list icon ⚠ appears under the status column, and then click on the **FINISH DROPPING** button to confirm your selection.
9.	**Drop Classes** 1—2—3 **3. View results** View the results of your enrollment request. Click Fix Errors to make changes to your request. 2013 Summer Term | Undergraduate | Lehman College ✔ Success: dropped ✖ Error: unable to drop class | Class | Message | Status | | BIO 230 | **Success:** This class has been removed from your schedule. | ✔ | MAKE A PAYMENT MY CLASS SCHEDULE Review all messages. The success icon ✔ Success will display when you have been successfully removed from the wait list class.