

How to Drop a Course

USERNAME: Refer to AP Self Service for user name

PASSWORD: The first time only will be ApA and the 8 digit A# or Birth date two-digit month, day and year

Then click on: Login

NOTE: When you click on the “forgot your username/password” link, enter your A number for the User ID and your 6-digit date of birth for the PIN number.

1. Click on **Web Self Service** icon

Worklist

Web Self Service

Email

D2L

Peay Link

Baseline Banner

eprint

2. Click on the **Student** tab.
3. Click on the **Registration** link.
4. Click on the **Add or Drop Classes** link.
5. **Select a Term** from the drop down menu (i.e. Fall Semester 2013, Fall Term I 2013 – Ft Campbell), click **Submit**.

- If the system prompts for an **Alternate PIN**, you will need to contact your advisor to be cleared for registration. If you do not have an assigned advisor, contact the department of your major.
- There is a pull-down list beside all registered classes. Under the **Action** column, choose the drop option next to the class you would like to drop (i.e. Withdrawn before the 14th day).

Current Schedule

| Status | Action | CRN | Subj | Crse | Sec Level | Cred | Grade Mode | Title |
|----------------------------------|--------|------|------|---------|---------------|-------|-----------------|---------------------------|
| Reinstate Course on Dec 20, 2017 | None | 2979 | AGRI | 3110 07 | Undergraduate | 3.000 | Standard Letter | Animal Health and Disease |

- After you have made your selection, click on **Submit Changes**.
- If you are dropping all of your classes, you must complete the [Official Withdrawal process](#). **You will not be dropped from all your classes unless you follow this process.** Under **Registration**, click on the link **Drop All Courses for a Selected Term/Semester**.

[Registration History](#)

[Registration Status](#)

[Student Detail Schedule](#)

[Student Printable Schedule with Textbook Express](#)

[VA Certification Request](#)

[Week at a Glance](#)

[Drop All Courses for a Selected Term/Semester](#)

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