

How to Drop a Class in MyCentral

Students are responsible for their own enrollment/disenrollment in classes. Never assume that you will be dropped from a class for non-attendance. Students who fail to drop classes that they never attend are responsible for the fees/tuition for those classes and will receive F grades.

How far into a semester can I drop a class?

Students may drop a class during the first two-thirds of a course. This corresponds with the fifth Friday of half-semester classes and the tenth Friday for full-semester classes. Drop deadlines can be found [here](#).

Please note that while students have the first 66% of a class to drop, **refund periods are MUCH shorter** (100% refund ends on the 3rd or 4th day of the class for 8-16 week classes). Students can find general refund deadlines [here](#) and also find the refund and drop dates for their specific classes in MyCentral under the Registration block (left side column under the Student Profile block) by selecting the link "Check Refund and Withdrawal Dates."

What if I have a hold on my account?

Students who have hold(s) are unable to drop classes themselves in MyCentral. To drop a class while you have a hold follow these steps:

1. From your campus email account, email your [Success Advisor](#) (their name and email address are on your Central Degree Audit and on your Student Profile in MyCentral) or the Registrar's Office at registrar@ucmo.edu.
2. Include in the email:
 - a. Your full name
 - b. Your UCM student number
 - c. The course prefix/number/CRN that you wish to drop (Example: MATH 1111, 13456)
3. The email must be sent prior to the drop date.

How to Drop a Class in MyCentral

1. Log into [MyCentral](#). (link can be found using the Campus Links in the upper right-hand corner of every UCM webpage)
2. Click on the "Student" tab in the menu on the left of the page.
3. Choose "Records and Registration" from the list under the "Student" tab.
4. From the menu on the left of the Student Profile box, choose "Registration and Planning" (this will open a new window).



[Student](#) • [Registration](#)

Registration

What would you like to do?



[Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.



[Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)
View your past schedules and your ungraded classes.



[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

- To drop a class click on "Register for Classes". Now choose the appropriate term.
- Your classes will show in the Summary box (bottom-right). To drop a class, change the Action by that class to Drop via Web and click Submit.

You should notice that your Total Hours Registered has changed (Billing Hours will only change if it's within the 100% refund period for the course - find refund deadlines [here](#)).

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Web Languages	ART 1610, 0	3	21962	Online	Registered	None	
Web Media Animation	GRAP 2670, 0	3	23799	Online	Registered	None	
Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0.0 Max: 10							 Submit

You can always confirm your schedule by choosing View Registration Information, choose the term, and then view the Active Registrations.



[Student](#) • [Registration](#) • [View Registration Information](#)

View Registration Information

[Look up a Schedule](#)
[Active Registrations](#)

The following classes are not officially considered complete for transcript purposes.

Introduction Criminal Justice, CJ-Criminal Justice 1000, Section 0

Term: Spring 2019	Instructional Methods: TR	Instructor: Huffman, Amanda
CRN: 21490	Campus: Hybrid	Grade Mode: Standard Letter
Status: Registered via Web 02/18/2019	Start Date: 03/12/2019	
Schedule Type: Hybrid 50-99% Online	End Date: 05/10/2019	
Hours: 3	Level: Undergraduate	

Valu Diff:Dscvrng Common Grnd, CFD-Child & Family Development 1450, Section 0

Term: Spring 2019	Instructional Methods: NT	Instructor: Chancellor, Lover
CRN: 22400	Campus: MIC / Lee's Summit	Grade Mode: Standard Letter
Status: Registered via Web 02/18/2019	Start Date: 03/11/2019	
Schedule Type: Hybrid 50-99% Online	End Date: 05/10/2019	
Hours: 1	Level: Undergraduate	

You can also confirm your schedule on the Class History on your Central Degree Audit or by viewing your Unofficial Transcript (do NOT use Blackboard to confirm enrollment/disenrollment).

For instructions on how to Add Classes in MyCentral [click here!](#)