

# How to Drop a Course

## 1) Click on STUDENT DASHBOARD

The screenshot shows the Chadron State College MyCSC website. The browser address bar displays the URL: https://paqasc.nebraska.edu/psp/paqasc/NBC/ENTR/h/?tab=NBC\_NVT\_STUDENT. The navigation bar includes 'Student' and 'College Life' tabs. The 'Student Quick Links' menu is expanded, showing various options. A yellow arrow points to the 'STUDENT DASHBOARD' link. To the right, a 'Help' section contains a list of tutorials, including 'Dropping a Course'.

## 2) Click on "Enroll: Drop"

The screenshot shows the Chadron State College MyCSC website with the 'Enroll: Drop' option highlighted by a yellow arrow in the left-hand menu. The 'Messages' section shows 'No Messages found'. The 'To Do List' section lists three items: 'CSC Direct MPN Student - Initiated', 'CSC-Terms and Conditions - Initiated', and 'CSC-Entrance Loan Counseling - Initiated'. Below this, there are tabs for 'Enrollment', 'Academics', 'Financial Aid', and 'Student Account'. The 'Summer 2013' section is expanded to show 'Enrolled Classes'.

Enrolled Classes										
Eight Week - First										
Class No.	Course	Title	Section	Type	Day	Time	Location	Credits	Inst. Mode	Ins
001734	COUN-636	FAMILY COUNSELING	79A1	LEC	TBA	TBA-TBA	TBA	3	O	Woods
Eight Week - Second										
001718	COUN-523	DIAGNOSES AND THE DSM	79B1	LEC	TBA	TBA-TBA	TBA	3	O	Jones-Hazled
<b>Total Enrolled Credits 6</b>										

3) Read the Agreement and then click on “Agree and Continue”

The screenshot shows the MyCSC website interface. At the top, there is a navigation bar with links for 'Most Visited', 'Getting Started', 'Suggested Sites', 'Web Slice Gallery', 'ManageEngine - ADM...', and 'csc Account Search'. Below this is the 'CHADRON STATE COLLEGE MyCSC' header. A secondary navigation bar includes 'Student', 'Staff', and 'College Life'. On the left, a vertical menu lists various services under 'CSC SELF-SERVICE', including 'Dashboard', 'Enrollment', 'Academics', 'Financial Aid', 'Student Accounts', and 'Personal Information'. The main content area is titled 'Read the Statement Below Carefully' and contains a section 'I agree to the following:' with a bulleted list of terms and conditions. The link 'Agree and Continue' is highlighted with a yellow circle.

Most Visited Getting Started Suggested Sites Web Slice Gallery ManageEngine - ADM... csc Account Search

CHADRON STATE COLLEGE MyCSC

Favorites Main Menu

Student Staff College Life

CSC SELF-SERVICE

Dashboard -Home

Enrollment -Enroll: Add -Enroll: Drop

Academics -View Unofficial Transcript -View My Grades -My Advisors -My Course History -My Class Schedule -My Weekly Schedule

Financial Aid -View Financial Aid -Accept/Decline Awards

Student Accounts -Make a Payment -Account Activity -Charges Due

Personal Information

Read the Statement Below Carefully

I agree to the following:

- It is your responsibility to register for, drop, or withdraw from classes at CSC in accordance with stated policies, and with timeliness listed
- If you do not attend classes or submit a written request to drop or cancel classes to the START Team, all enrollment activity will remain on
- Tuition and fee billing statements are published on your MyCSC Student Services Center. It is your responsibility to review them for accuracy available on the CSC Business Office website.
- Students who fail to pay tuition on time may be subject to late fees and a reinstatement fee should an administrative withdrawal be processed
- It is the responsibility of each student to maintain and update your local address via MyCSC when necessary. Changes to your permanent address

[Agree and Continue](#)

4) Choose the term you are wanting to drop the course from and then click “Continue”

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Most Visited Getting Started Suggested Sites Web Slice Gallery ManageEngine - ADM... csc Account Search

CHADRON STATE COLLEGE MyCSC

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Student Accounts -Make a Payment -Account Activity -Charges Due

Personal Information -Addresses -Phone Numbers -Email Addresses -Emergency Contacts

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap term information

Add Classes 1

Select Term

Select a term then click Continue.

Description	Career	Institution
<input type="radio"/> Summer 2013	Graduate	Chadron State College
<input type="radio"/> Summer 2013	Undergraduate	Chadron State College
<input type="radio"/> Fall 2013	Graduate	Chadron State College
<input type="radio"/> Spring 2014	Graduate	Chadron State College

[CONTINUE](#)

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Term Information

5) Check the class(es) you would like to drop and then click “Drop Selected Classes”

The screenshot shows the MyCSC interface for dropping classes. The left sidebar contains navigation links for Dashboard, Enrollment, Academics, Financial Aid, Student Accounts, and Personal Information. The main content area is titled 'Drop Classes' and includes a search bar, navigation tabs (Search, Plan, Enroll, My Academics), and a 'Drop Classes' section with a '1' indicator. Below this, there is a 'Summer 2013 | Graduate | Chadron State College' header with a 'change term' button. A table lists two classes: 'COUN 523-79B1 (10060)' and 'COUN 636-79A1 (10086)'. Both have checkboxes selected. A 'DROP SELECTED CLASSES' button is highlighted with a yellow circle.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	COUN 523-79B1 (10060)	DIAGNOSES AND THE DSM (Lecture)		TBA	C. Jones-Hazledine	3.00	✓
<input checked="" type="checkbox"/>	COUN 636-79A1 (10086)	FAMILY COUNSELING (Lecture)		TBA	K. Woods	3.00	✓

6) Now click “Finish Dropping”

The screenshot shows the 'Drop Classes' page at step 2: 'Confirm your selection'. The interface is similar to the previous screenshot, but the table now only contains one class: 'COUN 523-79B1 (10060)'. Below the table, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH DROPPING'. The 'FINISH DROPPING' button is highlighted with a yellow circle.

Class	Description	Days/Times	Room	Instructor	Units	Status
COUN 523-79B1 (10060)	DIAGNOSES AND THE DSM (Lecture)		TBA	C. Jones-Hazledine	3.00	✓

7) You will see a page that says you successfully dropped your class.

**CHADRON STATE COLLEGE MyCSC**

Favorites | Main Menu

**Student** | Staff | College Life

**CSC SELF-SERVICE**

Dashboard  
-Home

Enrollment  
-Enroll: Add  
-Enroll: Drop

Academics  
-View Unofficial Transcript  
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-My Advisors  
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-My Weekly Schedule

Financial Aid  
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Student Accounts  
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go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

**Drop Classes** 1 2 3

**3. View results**

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Summer 2013 | Graduate | Chadron State College

✔ Success: dropped      ✘ Error: unable to drop class

Class	Message	Status
COUN 523	Success: This class has been removed from your schedule.	✔

MAKE A PAYMENT    MY CLASS SCHEDULE