



How Do I? Drop a Class




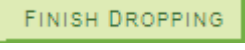

Version 9.0

Access WINS

▶ **Click** on **WINS** on UW-Whitewater's home page at www.uww.edu






▶ Sign into WINS

Dropping a Class

1. **Click** on **Self Service**.
2. **Click** on **Student Center**.
3. From the Academic Section **select** the **Enrollment: Drop** from and **click** .
4. **Select** the **term** from which you wish to drop a class(es) and **click** .
5. **Select** the course you wish to drop by **checking** the select box appearing before the course.
6. **Click** .
7. **Verify the course** that you want to drop and **select**  to complete the process.
8. **Confirm** the status of the drop.
 **Success: dropped.**

Things to Remember

▶ **Symbols used in adding, dropping and swapping of courses:**

-  = Open
-  = Closed
-  = Success
-  = Dropped
-  = Error: you are unable to add this class

▶ **Print off a copy of your schedule**

▶ **Be sure to sign out of WINS to end your session**

▶ **Deadline** Information can be found on the Registrar's office Policy page - <http://www.uww.edu/registrar/policies/index.html>

▶ **Withdrawals:** Students cannot drop to zero units in the fall and spring semesters. Email withdraw@uww.edu or contact the Registrar's Office for additional information.