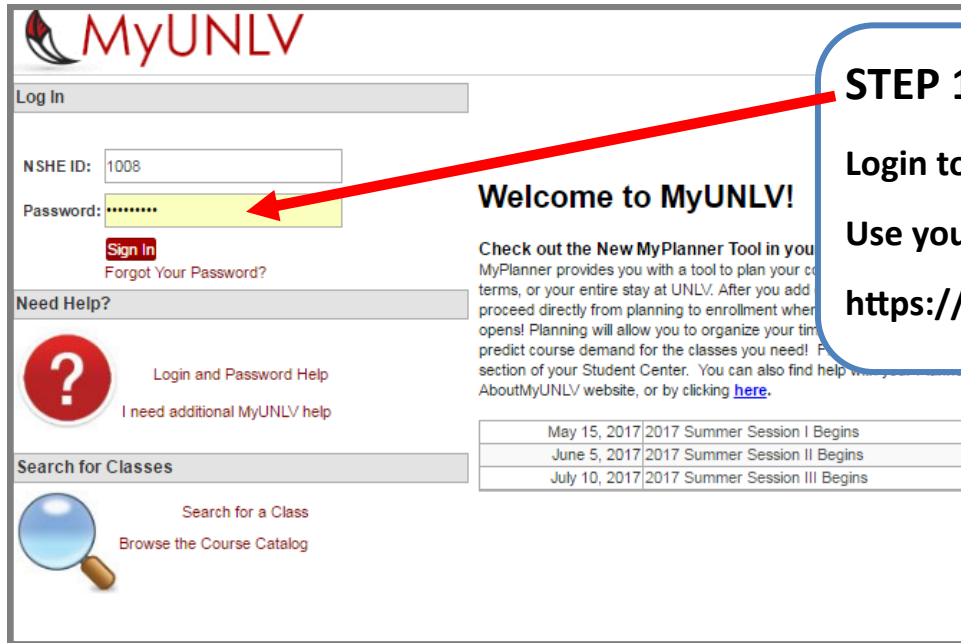


How to Drop/Withdraw from UNLV for Credit Class

New Procedure— SNRPDP can not assist with class drops

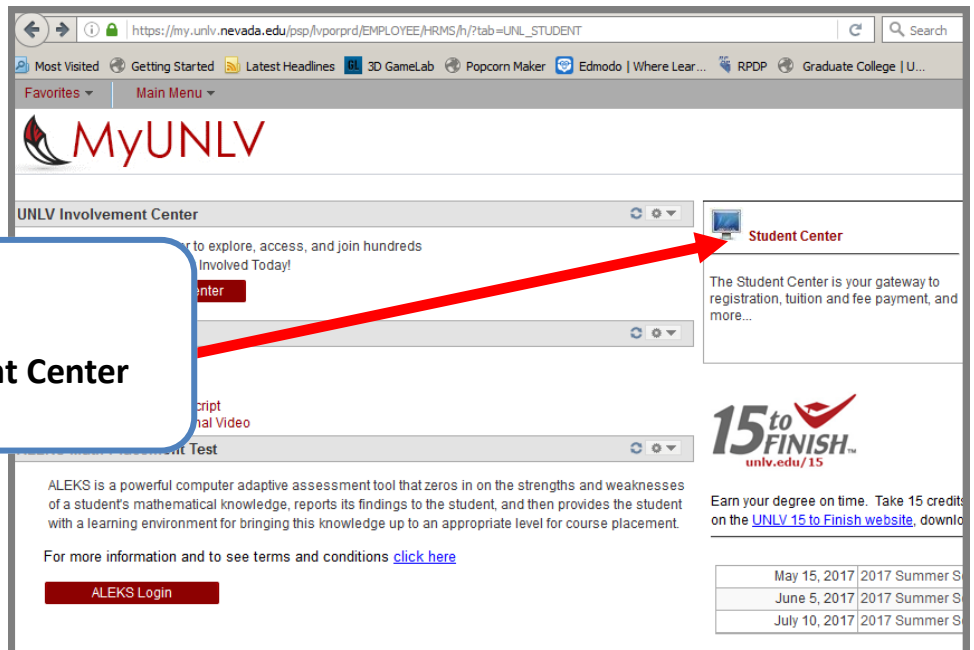


STEP 1:

Login to My UNLV

Use your NSHE login and password

<https://my.unlv.nevada.edu>



STEP 2:

Select—Student Center

MyUNLV Student Center

Academics

Search Deadlines URL

This Week's Schedule

Class	Schedule
RPDP 519E-1001 LEC (29797)	OFF CAMPUS

weekly schedule ▶
enrollment shopping cart ▶

Finances

My Account

Account Inquiry
Enroll in Direct Deposit

Financial Aid

View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

Make a Payment ▶

other academic... ▶▶

other financial... ▶▶

STEP 3:

Select deadline/class Icon

This will allow you to view UNLV drop deadlines.

MyUNLV Student Center

Academic Calendar Deadlines

2017 Spring

Graduate Ed Outreach

RPDP 519E Section: 1001 Document Management

Class Start Date: 03/11/2017 End Date: 05/06/2017

Campus Table		
Drop - Delete Record:	03/11/2017	The drop delete deadline is for internal processing only. Please refer to the Office of the Registrar or Summer Term for your respective academic calendar dates.
Drop - Retain Record:	03/14/2017	The drop retain deadline is for internal processing only. Please refer to the Office of the Registrar or Summer Term for your respective academic calendar dates.
Drop with Penalty:	04/14/2017	The drop with penalty deadline is for internal processing only. Please refer to the Office of the Registrar or Summer Term for your respective academic calendar dates.
Last Date to Drop:	04/14/2017	You are not allowed to drop after this date. If you must drop you need to contact your advisor.

Campus Table		
Withdraw without Penalty:	03/14/2017	The withdraw without penalty deadline is for internal processing only. Please refer to the Office of the Registrar or Summer Term for your respective academic calendar dates.
Withdraw with Penalty:	04/14/2017	The withdraw with penalty deadline is for internal processing only. Please refer to the Office of the Registrar or Summer Term for your respective academic calendar dates.

(Note: Academic Calendar dates are subject to change)

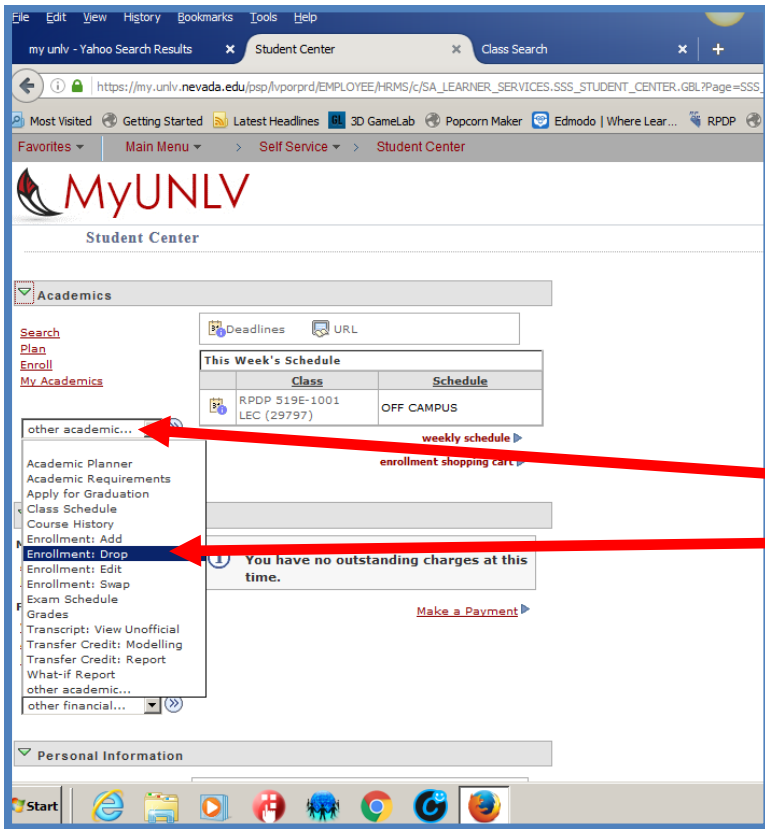
STEP 4:

View UNLV drop deadlines in this Menu. Deadlines are unique to each class.

Last Date to Drop

Beyond this date contact UNLV registrar:

702.895.3011

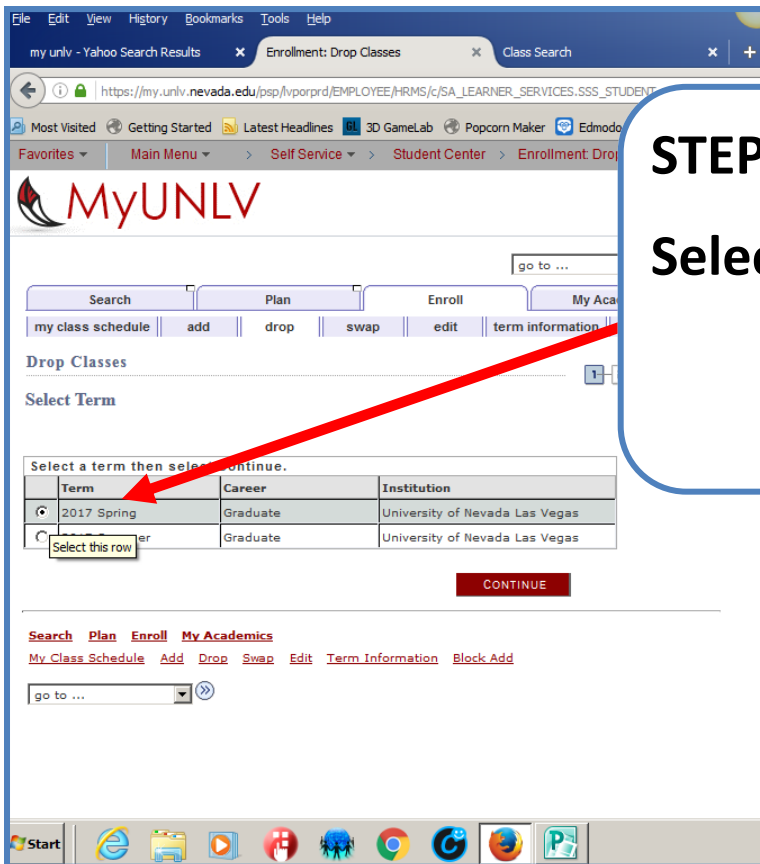


STEP 5:

If you are within drop deadlines, continue here with the drop procedure.

Select Other Academic

Select Enrollment Drop



STEP 6:

Select TERM

Search Plan Enroll My Academics

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

Drop Classes 1 2 3

STEP 7:
Check Box to select class to DROP

Click Drop Selected Classes

[change term](#)

✔ Enrolled ✘ Dropped ⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	AAD 400-01 (10023)	Clinical Internship (Lecture)	TBA	TBA	Staff		✔
<input type="checkbox"/>	CS 115-1001 (10001)	Introduction to Computers (Lecture)	MoTuWe 11:30AM - 12:45PM	TBA	Staff	3.00	✔

[DROP SELECTED CLASSES](#)

Search Plan Enroll My Academics

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

Drop Classes 1 2 3

STEP 8:
Confirm Selection

Click Finish Dropping

✔ Enrolled ✘ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
AAD 400-01 (10023)	Clinical Internship (Lecture)	TBA	TBA	Staff		✔



[CANCEL](#) [PREVIOUS](#) [FINISH DROPPING](#)


Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term informa

Drop Classes

STEP 9:
View results of your drop request.


 Success: dropped
  Error: unable to drop class

Class	Message	Status
AAD 400	Error: You are unable to drop this class at this time. There is a hold on your record. The hold must be removed before you can complete this transaction.	

MY CLASS SCHEDULE




STEP 9:

Confirm 

“Success: dropped” in status window.

If you do NOT see the **GREEN** check mark ,
your class is NOT dropped.

 Contact UNLV to resolve error