

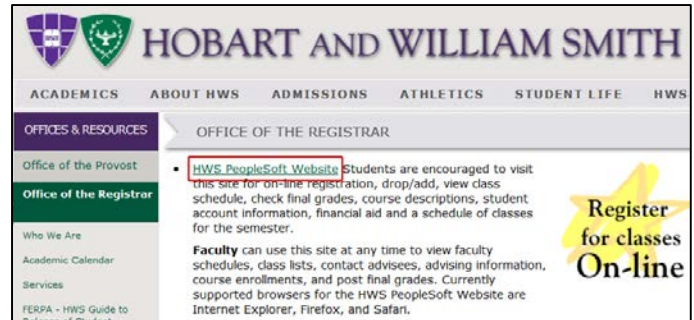
Campus Solutions

For Students: Editing Classes (Enrollment)

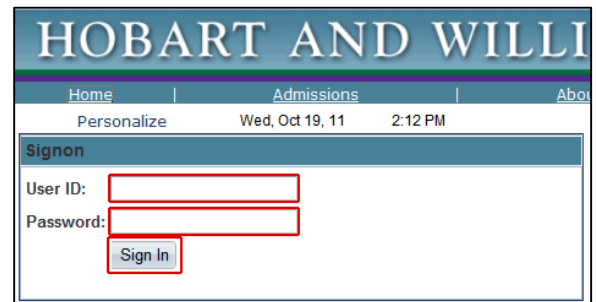
Student Self Service lets you search and browse for classes, get information about classes, and enroll.

To edit classes:

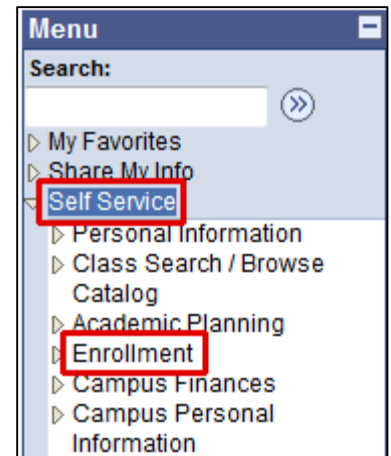
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



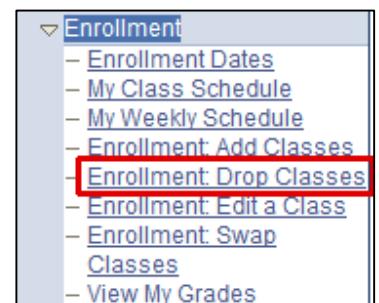
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



3. Click **Self Service**
4. Click **Enrollment**



5. Click **Enrollment: Drop Classes**



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The drop subtab displays in the Enroll tab.

This page displays your classes for the selected term twice—the top, where you can select which classes to drop, and the bottom, where your class schedule is listed.

6. Check the box in the **Select** column next to the class you wish to drop
7. Click **Drop Selected Classes**
8. On the Confirm your selection page, click **Finish Dropping**

Another confirmation page displays, confirming that the drop was successful.

Drop Classes 1

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ENG 282-01 (6063)	Film Histories II (1930-1950) (Lecture)	We 12:20PM - 4:25PM	Albright Auditorium	E. Lyon	1.00	✓

DROP SELECTED CLASSES

My Spring 2016 Class Schedule

Drop Classes 2

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG 282-01 (6063)	Film Histories II (1930-1950) (Lecture)	We 12:20PM - 4:25PM	Albright Auditorium	E. Lyon	1.00	✓

CANCEL PREVIOUS **FINISH DROPPING**

Drop Classes 3

3. View results

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

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Success: dropped Error: unable to drop class

Class	Message	Status
ENG 282	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE