Students with holds are able to submit an online course drop request via myNortheastern. Undergraduate student drop requests require academic advisor approval and will move through a workflow to capture that approval. All other student level requests will route directly to the Registrar's Office for review.

Before Submitting a Course Drop Request

- Ensure that you have a registration-blocking hold that prevents you from dropping a class yourself via the registration system in myNortheastern.
 - If you do not have such a hold, please drop the class yourself and do not submit the online course drop request.
 - Any course drop requests submitted by students who do not have registration-blocking holds will not be processed by the Registrar's Office.
- Contact your academic advisor/student service office to discuss your intention to drop the class(es) and the potential consequences this could have on your degree completion timeline/progress or student status.
- International students should contact the Office of Global Services (OGS) before requesting to drop a class to discuss compliance.

Submitting a Course Drop Request via myNortheastern

1. Log into myNortheastern and type "Registrar Forms" in the search box.

myNortheastern	Home S	Services & L	inks		Q Reg	zistrar Forms	×
Schedule >			Inbox >	Blackboard >	N	Registrar Forms Complete various registration-related actions such as University Withdrawal, Leave of Absence, or Petitio	\heartsuit

2. This will take you to your Student Forms homepage. Select **Course Drop Request** from the **Create New** drop-down menu and then click the **Go** button.

orthea udent Foi mah	stern Univers	ity								
				Creat	te New:	Select One Select One Leave of Absence	60			Exit Form Print Fo
ease Note: I Petitions to	n progress and recently comp	pleted Student	Forms will be d	isplayed below.		University Withdrawal Late Course Registration Course Drop Request Individual Instruction Registration				
Action	Term					Date Created		Status		
<u>View</u>	Summer 2 201	17 Semester				7/6/2017 11:45 AM		Processed/Arch	nived	
Individual I	nstruction Registration									
Action	Submitted Date		Subject	Course #		Course Title	Effective	Term	Status	
View	11/27/2018		PHTH	4993		Independent Study	Fall 2018	Semester	Student Submitted	
<u>View</u>	11/26/2018		DS	4991		Research	Fall 2018	Semester	Pending	
Course Drop	Request									
Action	Submitted Date	CRN	Subject	Course#	Course Ti	tle		Effective Term	Status	
View	11/27/2018	10715	COMM	4650	Digital Edi	ting for TV		Fall 2018 Semester	Submitted	
View	11/19/2018	18023	MUSC	2320	40K Years	of Music Technology		Fall 2018 Semester	Denied	

Last Reviewed: 27-NOV-2018 ACB Next Review Date: JAN 2019

Course Drop Requests for Students with Holds

- 3. Carefully read all of the acknowledgement statements and then check the checkbox at the bottom of the page. Click the **I Agree** button to continue.
 - Clicking the Cancel button will return you to your Student Forms homepage.

Course Drop Acknowledgement Form Hannah	
	Exit Form Print Form
COURSE DROP ACKNOWLEDGEMENT	
INSTRUCTIONS:	
Carefully read the statements below and check the box at the bottom of the page to indicate your acknowledgement. Then click "I Agree" to begin your course drop	request.
1. I understand that the course drop request should only be submitted if I have a hold that prevents me from dropping a class online or if I am in a class with special drop rules. Other class(es) online via mykotheastern.	wise, I should drop the
2. I understand that it is my responsibility to be aware of the drop deadlines as listed on the academic calendar for my level and I should submit my request in a timely manner.	
A submitted request does not guarantee that the class will be dropped from your schedule. A request will be held to the applicable drop deadlines and could be denied.	
3. I understand that I must select all classes to drop from the list provided including any corresponding co-requisites. Co-requisites (labs, recitations, etc.) will not automatically be dro is selected.	opped if only the lecture CRN
 I understand that it is my responsibility to contact the appropriate offices if I submit a drop request that will result in dropping below full-time status in a term (Office of Global Services, Student-Athletic Support Services (SASS), etc.). 	ices, Student Financial
5. I understand that dropping with a W grade:	
Has different refunding timelines for course withdrawals depending on student level. Please refer to the Student Financial Services website to review the Refunds for Withdrawals	awal section.
Does not count towards full-time status for F-1 and J-1 students.	
Should be requested after consulting my academic advisor and/or instructor if I am an undergraduate student.	
I acknowledge that I have reviewed the above statements.	
I Agree Cancel	
"I Agree" button will be available once you select the check box.	

4. In the **Student Information** box:

- Enter your phone number in the **Current Phone Number** box.
- Select an **Effective Term** from the drop-down menu.
 - Once you select an effective term, the Course Information box will populate with your current schedule for that term.

								Exit Form Prin
tudent I	nformation							
ame:			Hannah			Student Level:	Undergraduate	
UID:				College:	College of Arts, Medi	a and Design		
tudent E	mail:		husky.ner	u.edu@example./	tom	Program:	BS Music-Music Indu	stry
					0			
rrent P	none Num	ber:*			•			
DTE: Field	ds with an a	sterisk(*) are	required to submit this fo)rm.				
OTE: Field DUTSE IN	ds with an a formation lect the cour	sterisk(*) are	required to submit this fo	ırm. : Information tab	le below.			
DTE: Field DUTE: Field Please sel Select	ds with an a formation lect the cour CRN	sterisk(*) are rse(s) you wisi Subject	required to submit this for h to drop from the Course Course Number	orm. e Information tab Section	le below. Title	_	Primary Instructor	Enrollment Status
DTE: Field DUTSE In Please sel Select	ds with an a formation lect the cour CRN 10715	sterisk(*) are rse(s) you wisi Subject COMM	required to submit this for a to drop from the Course Course Number 4650	rm. : Information tab Section 01	le below. Title Digital Editing for TV		Primary Instructor Sam	Enrollment Status Active
DTE: Field Nurse In Please sel	ds with an a formation lect the cour CRN 10715 11700	isterisk(*) are rse(s) you wisi Subject COMM COMM	required to submit this for to drop from the Course Course Number 4650 2350	e Information tab	le below. Title Digital Editing for TV Producing for the Entertainme	nt Industry	Primary Instructor Sam William	Enrollment Status Active Active
DTE: Field DUISE IN Please sel Select	ds with an a formation lect the court CRN 10715 11700 15837	Isterisk(*) are rse(s) you wish Subject COMM COMM MUSC	required to submit this for n to drop from the Course Course Number 4650 2350 1917	2 Information tab Section 01 01 01	le below. Title Digital Editing for TV Producing for the Entertainme Jazz Choir and Combo	nt Industry	Primary Instructor Sam William Tisha	Enrollment Status Active Active Active
OTE: Field	ds with an a formation lect the cou CRN 10715 11700 15837 17735	sterisk(*) are see(s) you wist Subject COMM COMM MUSC MUSC	required to submit this for to drop from the Course Course Number 4650 2350 1917 1131	The section of the se	le below. Title Digital Editing for TV Producing for the Entertainme Jazz Choir and Combo Music of Latin America & Carib	nt Industry	Primary Instructor Sam William Tisha Mark	Enrollment Status Active Active Active Active

- 5. Check the box next to each course that you are requesting to drop.
 - After you check a box, the course will appear in the **Course(s) to Drop** section below. You can add an optional note in the **Drop Reason** field for each class.
 - Please note, only the checked courses will be dropped. It is your responsibility to ensure all appropriate classes (co-requisites, labs, etc.) are selected before submission.

elect	CRN	Subject	Course Number	Sec	tion Title		Primary Instructor	Enrollment Status
	10715	COMM	4650	01	Digital Editing for TV		Sam Lotuff III	Active
Ň	11700	COMM	2350	01	Producing for the Entertainm	ent Industry	William Lancaster	Active
1	15837	MUSC	1917	01	Jazz Choir and Combo		Tisha Stadnicki	Active
6	17735	MUSC	1131	01	Music of Latin America & Car	ib	Mark Lomanno	Active
	18023	MUSC	2320	01	40K Years of Music Technolog	ay .	Deirdre Loughridge	Active
urse(s) he list be the CRN	to Drop elow contai N box of th	ins the course(ie empty line a	s) that you have sele nd click "Add Course"	cted to be sut	mitted for approval to drop from your s	schedule. If there is an additiona	al course to drop that is not lis	sted above, enter the CRN of the c
urse(s) he list be h the CRN Delete C	to Drop elow contai V box of th	ins the course(ie empty line an Subject Co	s) that you have sele nd click "Add Course" purse Number	cted to be sub Section	mitted for approval to drop from your s	schedule. If there is an additiona Primary Instructor	al course to drop that is not lis Enrollment Status	sted above, enter the CRN of the cr Drop Reason
he list be the CRN Delete C	to Drop elow contai N box of th RN S 0715 C	ins the course(ie empty line ar Subject Co COMM 46	s) that you have sele nd click "Add Course" ourse Number 550	cted to be sub Section 01	mitted for approval to drop from your s Title Digital Editing for TV	schedule. If there is an additiona Primary Instructor Sam Lotuff III	al course to drop that is not lis Enrollment Status Active	sted above, enter the CRN of the or Drop Reason Enter Drop Reason
urse(s) he list be the CRN Delete C 3 10 2 10	to Drop elow contai N box of th CRN \$ 0715 C 7735 N	ins the course(ine empty line at Subject Co COMM 46 MUSC 11	s) that you have sele nd click "Add Course" Durse Number 150	cted to be sub Section 01 01	Title Digital Editing for TV Music of Latin America & Carib	schedule. If there is an additiona Primary Instructor Sam Lotuff III Mark Lomanno	al course to drop that is not lis EnrolIment Status Active Active	Drop Reason Enter Drop Reason Enter Drop Reason
urse(s) he list be the CRN belete C 10 2 11 2 11 11 11 11 11 11 11 11 11 11	to Drop elow contai a box of th RN \$ 7735 N	ins the course(ine empty line ai Subject CC COMM 46 MUSC 11	s) that you have sele nd click "Add Course" Sourse Number 150	cted to be sub O1 O1	Title Digital Editing for TV Music of Latin America & Carib	schedule. If there is an additiona Primary Instructor Sam Lotuff III Mark Lomanno	al course to drop that is not lis Enrollment Status Active Active	Enter Drop Reason

- If you change your mind and want to remove one of the courses from the **Course(s) to Drop** section, click the **X** symbol in the **Delete** column to the left of the course and it will be removed.
- The course drop request form is 24 hours behind the registration system. If you have recently
 registered for a course and it is not showing up in the Course Information section be dropped
 from your schedule, type the CRN of the course into the Enter the CRN box and click the Add
 Course button. If a valid CRN was provided, the course will be added to the Course(s) to Drop
 section.
- 6. When you are ready to submit your request, click the **Submit** button. You will then see a pop-up window asking for your confirmation that you want to submit this request:

ffective	Term:*	Fall 2018 Semest	ter *					
OTE: Fiel	lds with an	asterisk(*) are	required to submit th	nis form.				
ourse In	oformatio	n ;						
Please se	elect the co	ourse(s) you wit	sh to drop from the G	ourse Informat	tion table below.			
Select	CRN	Subject	Course Number	Sec	ion Title		Primary Instructor	Enrollment Status
8	10715	COMM	4650	01	Digital Editing for TV		Sam Lotuff III	Active
	11700	COMM	2350	01	Desidencia de chia Patronaia	in and find other	William Lancaster	Active
8	15837	MUSC	1917	01	Confirmation	×	Tisha Stadnicki	Active
8	17735	MUSC	1131	01	Are you sure you want to su request?	ubmit this course drop	Mark Lomanno	Active
6	18023	MUSC	2320	01			Deirdre Loughridge	Active
ourse(s)) to Drop					Yes No		
The list b in the CR	elow conta N box of t	ains the course(the empty line a	s) that you have sele ind click "Add Course"	cted to be sub	mitted for approval to drop from you	r schedule. If there is an additiona	al course to drop that is not lis	ited above, enter the CRN of the cour
Delete	CRN	Subject C	ourse Number	Section	Title	Primary Instructor	Enrollment Status	Drop Reason
0	10715	COMM 46	350	01	Digital Editing for TV	Sam Lotuff III	Active	Enter Drop Reason
0	17735	MUSC 11	131	01	Music of Latin America & Carib	Mark Lomanno	Active	Enter Drop Reason

- 7. If you click the **Yes** button, your request will be submitted. If you click the **No** button, you will be returned to the Course Drop request page.
- 8. After you submit the request for approval, you will be returned to your Student Forms home page, where you can view the statuses of your requests:

orthea Ident For	stern Univers	ity					
				Cru	eate New: Select One	▼ G 0	Exit Form
ease Note: In Petitions to Action	n progress and recently comp Reduce Load Term Summer 2 201	leted Student 7 Semester	Forms will be di	isplayed below.	Date Created 7/6/2017 11:45 AM	Status Processed/Ar	chivad
Individual II	nstruction Registration						
Action	Submitted Date		Subject	Course #	Course Title	Effective Term	Status
View	11/27/2018		PHTH	4993	Independent Study	Fall 2018 Semester	Student Submitted
View	11/26/2018		DS	4991	Research	Fall 2018 Semester	Pending
Course Drop	Request						
Action	Submitted Date	CRN	Subject	Course#	Course Title	Effective Term	Status
View	11/28/2018	10715	COMM	4650	Digital Editing for TV	Fall 2018 Semester	Student Submitted

- 9. Once your request is submitted, it will follow one of the routes below:
 - <u>Undergraduate students</u> the request will be routed to your academic advisor for approval, then to the Office of the Registrar if approved.
 - <u>Graduate/Law/College of Professional Studies students</u> the request will be routed directly to the Office of the Registrar.
- 10. You will receive a confirmation e-mail from the Office of the Registrar once the request has been reviewed and processed. You will also receive a notification email if your request is rejected by your advisor or by the Office of the Registrar. Please check your junk mail and spam folders frequently to ensure that you receive these emails.
- 11. If you have any questions or concerns, please email <u>Registrar@northeastern.edu</u>.