

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

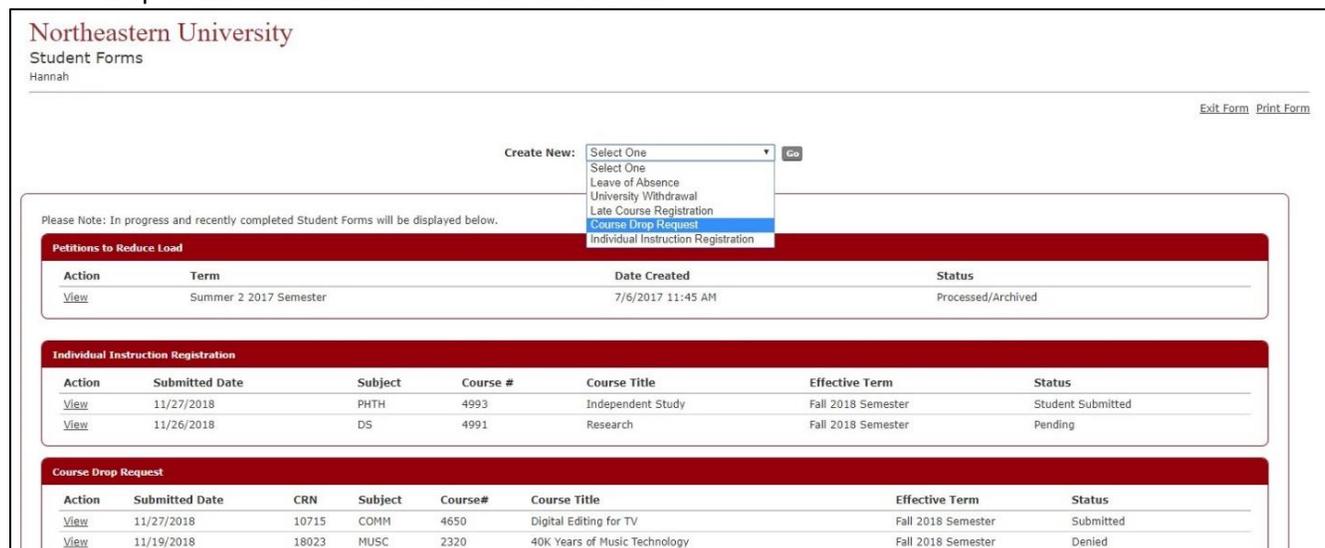
- Ensure that you have a registration-blocking hold that prevents you from dropping a class yourself via the registration system in myNortheastern.
  - If you do not have such a hold, please drop the class yourself and do not submit the online course drop request.
    - Any course drop requests submitted 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.



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.



## Course Drop Requests for Students with Holds

- 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.

Northeastern University  
Course Drop Acknowledgement Form  
Hannah [Exit Form](#) [Print Form](#)

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**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.

- 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. Otherwise, I should drop the class(es) online via [myNortheastern](#).
- 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.
- 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 dropped if only the lecture CRN is selected.
- 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 Financial Services, Student-Athletic Support Services (SASS), etc.).
- 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 Withdrawal 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.

- 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.

Northeastern University  
Course Drop Form  
Hannah [Exit Form](#) [Print Form](#)

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**Student Information**

**Name:** Hannah      **Student Level:** Undergraduate  
**NUID:**      **College:** College of Arts, Media and Design  
**Student Email:** husky.neu.edu@example.com      **Program:** BS Music-Music Industry

**Current Phone Number:\***  ⓘ

**Effective Term:\*** Fall 2018 Semester ▼

NOTE: Fields with an asterisk(\*) are required to submit this form.

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**Course Information**

Please select the course(s) you wish to drop from the Course Information table below.

Select	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status
<input type="checkbox"/>	10715	COMM	4650	01	Digital Editing for TV	Sam	Active
<input type="checkbox"/>	11700	COMM	2350	01	Producing for the Entertainment Industry	William	Active
<input type="checkbox"/>	15837	MUSC	1917	01	Jazz Choir and Combo	Tisha	Active
<input type="checkbox"/>	17735	MUSC	1131	01	Music of Latin America & Carib	Mark	Active
<input type="checkbox"/>	18023	MUSC	2320	01	40K Years of Music Technology	Deirdre	Active

## Course Drop Requests for Students with Holds

- 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.

**Course Information**

Please select the course(s) you wish to drop from the Course Information table below.

Select	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status
<input checked="" type="checkbox"/>	10715	COMM	4650	01	Digital Editing for TV	Sam Lotuff III	Active
<input type="checkbox"/>	11700	COMM	2350	01	Producing for the Entertainment Industry	William Lancaster	Active
<input type="checkbox"/>	15837	MUSC	1917	01	Jazz Choir and Combo	Tisha Stadnicki	Active
<input checked="" type="checkbox"/>	17735	MUSC	1131	01	Music of Latin America & Carib	Mark Lomanno	Active
<input type="checkbox"/>	18023	MUSC	2320	01	40K Years of Music Technology	Deirdre Loughridge	Active

**Course(s) to Drop**

The list below contains the course(s) that you have selected to be submitted for approval to drop from your schedule. If there is an additional course to drop that is not listed above, enter the CRN of the course in the CRN box of the empty line and click "Add Course".

Delete	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status	Drop Reason
<input checked="" type="checkbox"/>	10715	COMM	4650	01	Digital Editing for TV	Sam Lotuff III	Active	<input type="text" value="Enter Drop Reason"/>
<input checked="" type="checkbox"/>	17735	MUSC	1131	01	Music of Latin America & Carib	Mark Lomanno	Active	<input type="text" value="Enter Drop Reason"/>

Enter the CRN  Add Course

If a requested course to drop has a required co-requisite and the required co-requisite is being retained, students must receive a co-requisite override from the [appropriate office](#).

Submit Cancel

- 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.

- 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:

Effective Term: Fall 2016 Semester

NOTE: Fields with an asterisk(\*) are required to submit this form.

**Course Information**

Please select the course(s) you wish to drop from the Course Information table below.

Select	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status
<input checked="" type="checkbox"/>	10715	COMM	4650	01	Digital Editing for TV	Sam Lotuff III	Active
<input type="checkbox"/>	11700	COMM	2350	01		William Lancaster	Active
<input type="checkbox"/>	15837	MUSC	1917	01		Tisha Stadnicki	Active
<input checked="" type="checkbox"/>	17735	MUSC	1131	01		Mark Lomanno	Active
<input type="checkbox"/>	18023	MUSC	2320	01		Deirdre Loughridge	Active

**Course(s) to Drop**

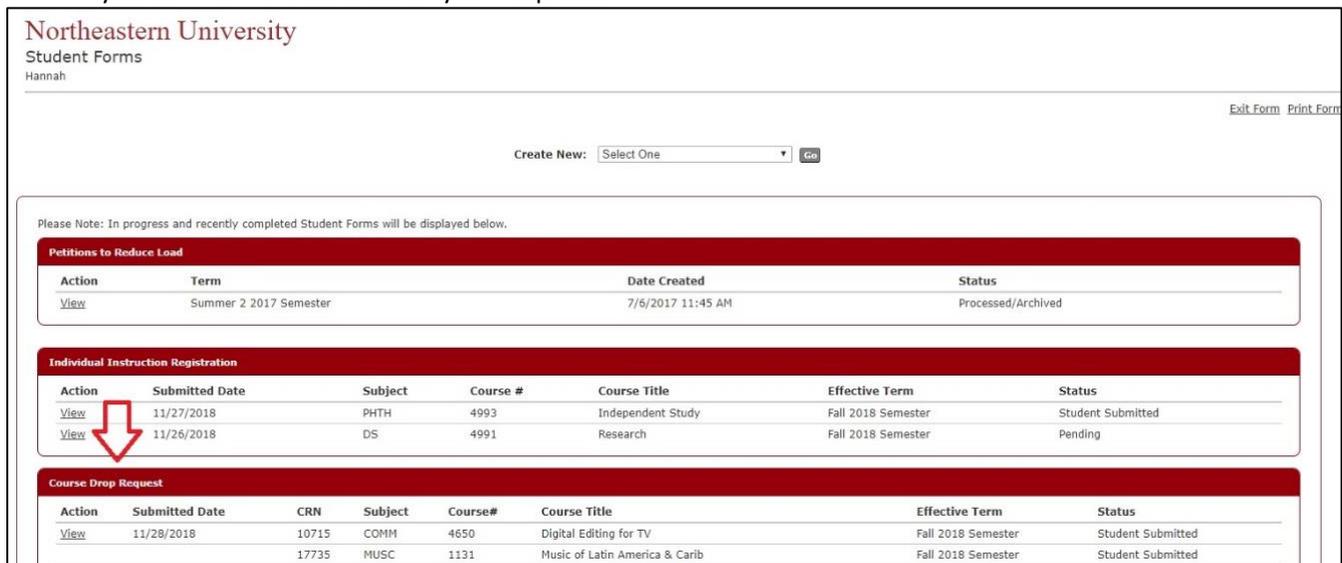
The list below contains the course(s) that you have selected to be submitted for approval to drop from your schedule. If there is an additional course to drop that is not listed above, enter the CRN of the course in the CRN box of the empty line and click "Add Course".

Delete	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status	Drop Reason
<input checked="" type="checkbox"/>	10715	COMM	4650	01	Digital Editing for TV	Sam Lotuff III	Active	<input type="text" value="Enter Drop Reason"/>
<input checked="" type="checkbox"/>	17735	MUSC	1131	01	Music of Latin America & Carib	Mark Lomanno	Active	<input type="text" value="Enter Drop Reason"/>

Yes
No

## Course Drop Requests for Students with Holds

- 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.
- 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:



Northeastern University  
Student Forms  
Hannah

Exit Form Print Form

Create New:

Please Note: In progress and recently completed Student Forms will be displayed below.

Petitions to Reduce Load						
Action	Term	Date Created			Status	
<a href="#">View</a>	Summer 2 2017 Semester	7/6/2017 11:45 AM			Processed/Archived	

Individual Instruction Registration						
Action	Submitted Date	Subject	Course #	Course Title	Effective Term	Status
<a href="#">View</a>	11/27/2018	PHTH	4993	Independent Study	Fall 2018 Semester	Student Submitted
<a href="#">View</a>	11/26/2018	DS	4991	Research	Fall 2018 Semester	Pending

Course Drop Request							
Action	Submitted Date	CRN	Subject	Course#	Course Title	Effective Term	Status
<a href="#">View</a>	11/28/2018	10715	COMM	4650	Digital Editing for TV	Fall 2018 Semester	Student Submitted
		17735	MUSC	1131	Music of Latin America & Carib	Fall 2018 Semester	Student Submitted

- Once your request is submitted, it will follow one of the routes below:
  - Undergraduate students - the request will be routed to your academic advisor for approval, then to the Office of the Registrar if approved.
  - Graduate/Law/College of Professional Studies students - the request will be routed directly to the Office of the Registrar.
- 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.
- If you have any questions or concerns, please email [Registrar@northeastern.edu](mailto:Registrar@northeastern.edu).