

# How to Drop a Class in MyCentral

## How far into a semester can I drop a class?

Students may drop a class during the first two-thirds of a course. Drop deadlines can be found [here](#). Students can also find the refund and drop dates for their specific classes in MyCentral under the Registration block (left side column under the Student Profile block) by selecting the link “Check Refund and Withdrawal Dates.”

## What if I have a hold on my account?

Students who have hold(s) are unable to drop classes themselves in MyCentral. To drop a class while you have a hold follow these steps:

1. From your campus email account, email your Success Advisor (their name and email address are on your Central Degree Audit and on your Student Profile in MyCentral) or the Registrar’s Office at [registrar@ucmo.edu](mailto:registrar@ucmo.edu).
2. Include in the email:
  - a. Your full name
  - b. Your UCM student number
  - c. The course prefix/number/CRN that you wish to drop (Example: MATH 1111, 23456)
3. The email must be sent prior to the drop date.

## How to Drop a Class in MyCentral

1. Log into [MyCentral](#). (link can be found using the Campus Links in the upper right-hand corner of every UCM webpage)
2. Click on the “Student” tab in the menu on the left of the page.
3. Choose “Records and Registration” from the list under the “Student” tab.
4. From the menu on the left of the Student Profile box, choose “Registration and Planning” (this will open a new window).

## Registration

**What would you like to do?**

**Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.

**Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.

**Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

**Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.

**View Registration Information**  
View your past schedules and your ungraded classes.

**Browse Course Catalog**  
Look up basic course information like subject, course and description.

- To drop a class click on “Register for Classes”. Now choose the appropriate term.
- Your classes will show in the Summary box (bottom-right). To drop a class, change the Action by that class to Drop via Web and click Submit.

You should notice that your Total Hours Registered has changed (Billing Hours will only change if it's within the 100% refund period for the course - find refund deadlines [here](#)).

Summary							<a href="#">Tuition and Fees</a>
Title	Details	Hours	CRN	Schedule Type	Status	Action	
<a href="#">Web Languages</a>	ART 1610, 0	3	21962	Online	Registered	None	
<a href="#">Web Media Animation</a>	GRAP 2670, 0	3	23799	Online	Registered	None	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0.5 | Max: 16

Submit 

You can always confirm your schedule by choosing View Registration Information, choose the term, and then view the Active Registrations.

## View Registration Information

Look up a Schedule

**Active Registrations**

**i** The following classes are not officially considered complete for transcript purposes.

**Introduction Criminal Justice, CJ-Criminal Justice 1000, Section 0**

**Term:** Spring 2019

**CRN:** 21490

**Status:** Registered via Web 02/18/2019

**Schedule Type:** Hybrid 50-99% Online

**Hours:** 3

**Instructional Methods:** TR

**Campus:** Hybrid

**Start Date:** 03/12/2019

**End Date:** 05/10/2019

**Level:** Undergraduate

**Instructor:** Huffman, Amanda

**Grade Mode:** Standard Letter

**Valu Diff:Dsevrng Common Grnd, CFD-Child & Family Development 1450, Section 0**

**Term:** Spring 2019

**CRN:** 22400

**Status:** Registered via Web 02/18/2019

**Schedule Type:** Hybrid 50-99% Online

**Hours:** 1

**Instructional Methods:** NT

**Campus:** MIC / Lee's Summit

**Start Date:** 03/11/2019

**End Date:** 05/10/2019

**Level:** Undergraduate

**Instructor:** Chancler, Lover

**Grade Mode:** Standard Letter

You can also confirm your schedule on the Class History on your Central Degree Audit or by viewing your Unofficial Transcript (do NOT use Blackboard to confirm enrollment/disenrollment).