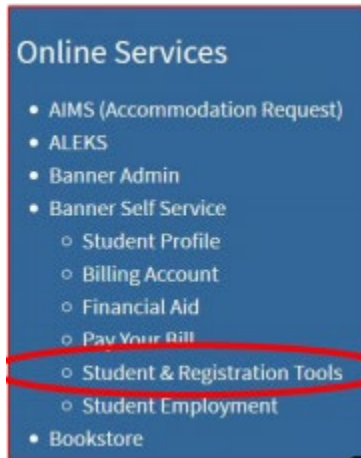
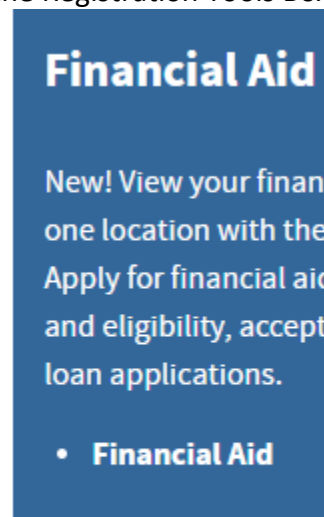
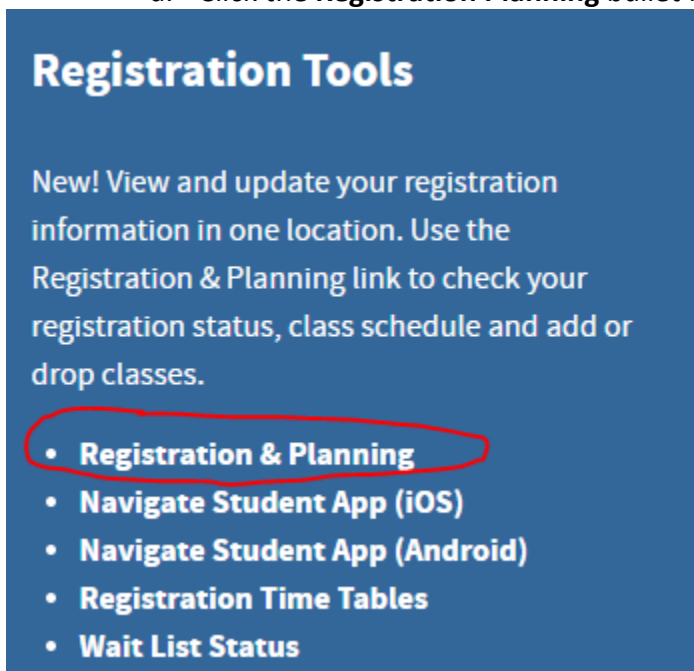


How to Drop Classes

1. Log into InsideSOU
2. Find the **Student & Registration Tools** located in the **Online Services** blue box.



3. This will bring up the Banner Self-Service page.
 - a. Click the **Registration Planning** bullet in the Registration Tools Box




4. This will bring up the Registration Portal - Click on **REGISTER FOR CLASSES**.


[Student](#) • [Registration](#)

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.



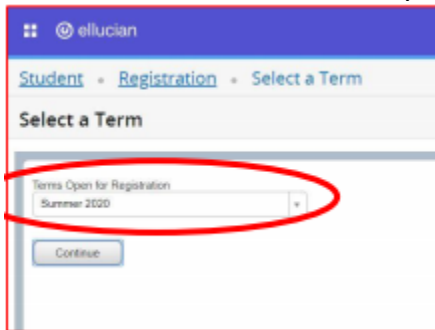
View Registration Information
View your past schedules and your ungraded classes.



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

5. This will bring up the Select a Term drop down.

a. Select the term you are trying to access to make changes and continue.



6. On the next screen you will see on the bottom right hand corner your Summary of Classes. You can click the box by each course under Action and select **Drop & Submit**.

a. If you drop the wrong course you can use the action box on that course to reregister yourself "Web Registered".

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Summer 2020

Subject:

Course Number:

Keyword:

Schedule | Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
Argumentation & Crit...	COMM 343, 0	4	8582	Comp...	Registered	<div style="border: 1px solid #ccc; padding: 2px;"> None None Web Drop/Delete </div>

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 99