

The screenshot shows the EMORY student portal dashboard. At the top, there is a blue header with the text "OPUS – DROP CLASSES". Below this is a dark blue navigation bar with the EMORY logo, a "Menu" dropdown, a search bar, and navigation icons. The main content area is titled "Student" and contains a grid of tiles. The "Course Planning and Enrollment" tile, located in the second row, second column, is highlighted with a red border and a red arrow pointing to it from the left. Other tiles include "Announcements", "Communications", "Academic Progress", "Tasks", "Enrollment Holds", "Profile", "Academic Records", "Health", "Financial Aid", "Emory Links", "GER/GEP Search", "Eagle / Dooley Dollars", "Transcripts", "Student Account", "Univ Course Atlas", and "Guest Access".

Select the "Course Planning and Enrollment" tile to *drop classes*.

The screenshot shows the 'View My Classes' page for Spring 2018 at Emory College. The sidebar on the left contains several navigation options, with 'Drop Classes' highlighted in a red box. A red arrow points from the 'Drop/Swap/Update Classes' option to the 'Drop Classes' option. The main content area displays details for two classes: ANT 101 Introduction to Anthropology and DANC 121R Ballet Dance I. Each class entry includes a table with columns for Status, Units, Grading Basis, Grade, Academic Program, and Requirement Designation. Below each class entry, there is a table with columns for Class, Start/End Dates, Days and Times, and Room. The 'Drop Classes' option is highlighted in the sidebar, indicating the next step in the process.

The drop process begins with the “Drop/Swap/Update Classes” option.

Click “Drop/Swap/Update Classes” option to display each option for selection.

Select the “Drop Classes” option.

You will then be guided through a series of steps to drop classes.

OPUS – DROP CLASSES

Spring 2018
Undergraduate Emory College

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Lecture - 1244	ANT 101 Introduction to Anthropology	Monday Wednesday Friday 10:00AM to 10:50AM	Anthropology Building 303	T. Cairangben, N. Johnson, L. Nilsson Stutz	3.00	Enrolled
<input type="checkbox"/>	Lecture - 1792	BIOL 241 Evolutionary Biology	Tuesday Thursday 2:30PM to 3:45PM	1462 Clifton Rd 308	M. Arbilly, N. Gerardo	4.00	Waiting
	Discussion - 1800		Monday 1:00PM to 1:50PM	1462 Clifton Rd 100A	N. Gerardo		
<input type="checkbox"/>	Lecture - 2391	DANC 121R Ballet Dance I	Tuesday Thursday 11:30AM to 12:45PM	Woodruff PE Center-Dance Stud	S. Latham	1.00	Enrolled
<input type="checkbox"/>	Lecture - 1864	MATH 111 Calculus I	Monday Wednesday Friday 3:00PM to 3:50PM	Math & Science Center - W304	M. Dawsey	3.00	Waiting

Step 1 is to Select the classes you wish to drop.

After you select your class, click the “Next” button to proceed to the next step.

Spring 2018
Undergraduate Emory College

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Visited

Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - 1244	ANT 101 Introduction to Anthropology	Monday Wednesday Friday 10:00AM to 10:50AM	Anthropology Building 303	T. Cairangben, N. Johnson, L. Nilsson Stutz	3.00	Enrolled

Step 2 is to review the classes you have selected to drop.

Once you have reviewed your classes, click the “Drop Classes” button.

Spring 2018
Undergraduate Emory College

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Visited

Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - 1244	ANT 101 Introduction to Anthropology	Monday Wednesday Friday 10:00AM to 10:50AM	Anthropology Building 303	T. Cairangben, N. Johnson, L. Nilsson Stutz	3.00	Enrolled

Confirm that the following class(es) are to be dropped

Select “Yes” to confirm that you want to drop these classes or “No” to cancel.

The screenshot shows a student portal interface. At the top, there is a blue header with the text "OPUS – DROP CLASSES". Below this is a dark blue navigation bar with "Student" on the left, "Confirmation" in the center, and icons for home, search, and user profile on the right. The main content area is divided into a left sidebar and a main panel. The sidebar, titled "Spring 2018 Undergraduate Emory College", contains a list of menu items: "View My Classes", "Class Search and Enroll", "Shopping Cart", "Drop/Swap/Update Classes" (with a caret icon), "Drop Classes" (highlighted in yellow), "Swap Classes", "Update Classes", "Course Atlas" (with a dropdown arrow), "Browse Course Catalog", "Planner", "Enroll by My Requirements", "Enrollment Dates", and "Exam Schedule". The main panel displays a confirmation message in a white box with a green checkmark icon: "ANT 101 - Introduction To Anthropology" followed by "This class has been dropped."

You should then receive a message stating that your classes have been dropped.