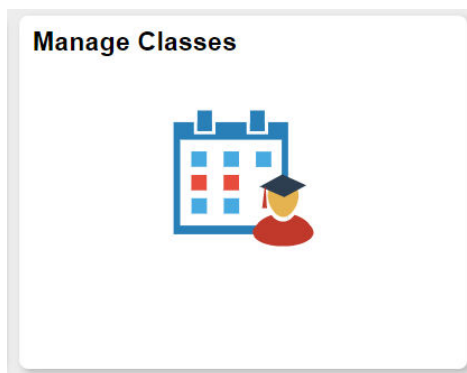


How To Drop A Course On MyBenU

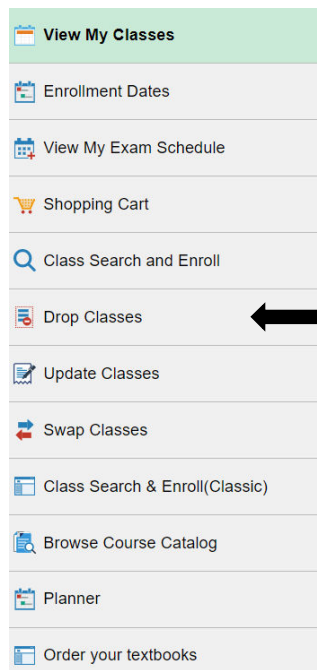
Before you drop a course, there are a few items you will want to consider:

1. Will dropping this course drop me below full-time status?
 - a. Full time status is between 12-18 credit hours. Part time status is 11 credit hours and below.
2. Always check with Financial Aid to make sure this will not affect your aid.
3. If you are an athlete, please check with your coach to make sure you are still meeting eligibility requirements.
4. Has the drop date passed? check the [Academic calendar](#) to view date deadlines.
 - a. If the drop date has passed, you will receive a “W” or withdraw on your transcripts.

1. After logging into MyBenU click on the **Manage Classes** tile.



2. Click on **Drop Classes** and select the appropriate term.



3. Select which class(es) you wish to drop and click **NEXT**.

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Section A - Class Nbr 1757	CHEM 1113 General Chemistry I	Monday Wednesday Friday 9:00AM to 9:50AM	To be Announced	I. Staff	3.00	Enrolled
<input type="checkbox"/>	Section A - Class Nbr 1704	MATH 1110 College Algebra	Monday Wednesday Friday 10:00AM to 10:50AM	To be Announced	T. Comar	3.00	Enrolled

4. Review class(es) you wish to drop and click **DROP CLASSES**.

Step 2 of 2: Review Classes to Drop

 [Drop Classes](#)

Class	Description	Days and Times	Room	Instructor	Units	Status
Section A - Class Nbr 1757	CHEM 1113 General Chemistry I	Monday Wednesday Friday 9:00AM to 9:50AM	To be Announced	I. Staff	3.00	Enrolled

If your class(es) has been dropped successfully you will see a green check mark. Should you run into any issues dropping a course, please email the Registrar's office immediately ([#Registrars@ben.edu](mailto:Registrars@ben.edu)) with your name, Benedictine ID number and the issue you are having.