

How to Drop Courses via MyHusky

Cody's Student Center

▼ Academics





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Deadlines URL

2019 Fall Schedule

	Class	Schedule
	BIOLOGY 351-01 LEC (2143)	MoWeFr 12:00PM - 12:50PM Hartline Science Center 0G38
	BIOLOGY 351-01C LAB (2146)	Th 1:00PM - 3:50PM Hartline Science Center 0135
	EDFOUND 497-85 FLD (3258)	Off Campus 0000
	EDFOUND 498-85 FLD (3259)	Off Campus 0000

Weekly Schedule ▶

Enrollment Shopping Cart ▶

 You have no outstanding charges at this time.

Make an Online Payment
(Cookies and Pop-ups must be enabled)

Search for Classes

▼ Holds

No Holds.

▼ To Do List

No To Do's.

▼ Enrollment Dates

[Open Enrollment Dates](#)

▼ Advisor

Program Advisor

Molly Marnella
Steven Rier

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1. Log into MyHusky
2. Open your Student Center
3. Select "ENROLL" under Academics – OR- from the drop down choose ENROLLMENT:DROP

Cody [input] go to ... [dropdown]

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My Class Schedule | Add | Drop | Swap | Term Information

Add Classes [1] [2] [3]

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2019 Summer	Undergraduate	Bloomsburg University of PA
<input type="radio"/> 2019 Fall	Undergraduate	Bloomsburg University of PA

Continue

- If you choose **ENROLL** you must then click DROP on the next screen. ENROLL defaults to the action of Add, notice Add is black and bold in the tab menu. You must change the action to drop when using ENROLL.
- Once the action of DROP is chosen select the term in which you want to drop your courses.

Cody f [input] go to ... [dropdown]

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Drop Classes [1] [2] [3]

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2019 Summer	Undergraduate	Bloomsburg University of PA
<input type="radio"/> 2019 Fall	Undergraduate	Bloomsburg University of PA

Continue

- If you choose **ENROLLMENT: DROP** from the drop down the next page will default to the action of swap. Notice drop is black and bold in the tab menu.
- You only need to select the term in which you want to drop your courses when using ENROLLMENT: DROP.

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Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2019 Fall | Undergraduate | Bloomsburg University of PA

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BIOLOGY 351-01C (2146)	ECOLOGY (Laboratory)	Th 1:00PM - 3:50PM	Hartline Science Center 0135	K. Williams		✓
<input type="checkbox"/>	BIOLOGY 351-01 (2143)	ECOLOGY (Lecture)	MoWeFr 12:00PM - 12:50PM	Hartline Science Center 0G38	K. Williams	4.00	✓
<input type="checkbox"/>	COMMSTUD 103-01 (1010)	PUBLIC SPEAKING (Lecture)	TuTh 3:30PM - 4:45PM	Bakeless Cntr Humanities 0311	J. Petre	3.00	⚠
<input type="checkbox"/>	EDFOUND 497-85 (3258)	TCH ED: FIRST EXPER (Field)		Off Campus 0000	T. TBA	6.00	✓
<input type="checkbox"/>	EDFOUND 498-85 (3259)	TCH ED: SECOND EXPER (Field)		Off Campus 0000	T. TBA	6.00	✓

▶ [My 2019 Fall Class Schedule](#)

Your course schedule for the term in which you like to drop a course will display on the next screen.

Check the box next to the course in the “Select” column to choose the course to be dropped

Then click “Drop Selected Classes”





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Drop Classes



2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

2019 Fall | Undergraduate | Bloomsburg University of PA

Legend: Enrolled Dropped Wait Listed						
Class	Description	Days/Times	Room	Instructor	Units	Status
EDFOUND 497-85 (3258)	TCH ED: FIRST EXPER (Field)		Off Campus 0000	T. TBA	6.00	

Cancel

Previous

Finish Dropping

The next screen will ask you to confirm you want to drop the selected course.

If you are satisfied with the information and wish to proceed with dropping the course click “Finish Dropping”

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Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2019 Fall | Undergraduate | Bloomsburg University of PA

✔ Success: dropped ✘ Error: unable to drop class

Class	Message	Status
EDFOUND 497	Success: This class has been removed from your schedule.	✔

My Class Schedule

If the dropping of the course is successful you will see a Green Checkmark in the Status column on the results page.

The course has been dropped from your schedule of courses.



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Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2019 Fall | Undergraduate | Bloomsburg University of PA

✔ Success: dropped
 ✘ Error: unable to drop class

Class	Message	Status
EDFOUND 497	Error: You are unable to drop or withdraw from this class at this time due to a hold on your record. Please email buregistrar@bloomu.edu for assistance and include in the email the name of the course you are trying to withdraw from.	✘

[My Class Schedule](#)

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If you see a RED X in the Status column on the results page the drop was NOT successful and YOU HAVE NOT BEEN DROPPED FROM THE COURSE.

This may be the result of a hold on your record.

You will receive a message when there is an Error while dropping a course.

Read the message and follow the steps included in the message.

YOU ARE STILL ENROLLED IN THE COURSE YOU ATTEMPTED TO DROP.

YOU MUST RESOLVE THE ISSUE AND GO THROUGH THE STEPS TO DROP THE COUSE AGAIN AFTER THE ISSUE IS RESOLVED AND THE HOLD IS RELEASED.