How to drop a course after the drop/add deadline for FSU students

**Lower division students** (Primary Program UGST, 60 hours or less), please contact the Division of Undergraduate Studies at undergradstudies@fsu.edu for approval.

**Upper division students** (Primary Program BACH), please follow the instructions below.

- **During the 7-week course drop/withdrawal period (after the drop/add deadline)**
  - Follow the screenshot instructions below and you may be asked to generate a course drop form to obtain approval for your course drop request.
  - If you are asked to generate a form, generate and email it to the email address listed on the form. If the approval needed is from the Dean of the College of Engineering, email the form to studentsupport@eng.famu.fsu.edu or print and take it to COE Suite B111 (Student Services Office).

- **During the late drop/withdrawal period (after the 7th week deadline and before the late drop deadline)**
  - Two forms are needed during this period (see instructions below to fill out the course late drop/withdrawal request form and to generate the Student Central course drop form).
    1. Fill out the Course Late Drop/Withdrawal Request Form available on https://www.eng.famu.fsu.edu/sites/default/files/pdfs/CourseLateDrop-WithdrawalRequestForm-Fall2019.pdf.
    2. Follow the instructions below to generate the course drop form in Student Central (do not skip step #5).
  - Email both forms to studentsupport@eng.famu.fsu.edu or drop them off in COE Suite B111 (Student Services Office) to be reviewed for approval.

**Instructions on how to process/generate course drop in Student Central (please do not skip step #5):**

1. Log in to my.fsu.edu and click on the SC icon.
2. Click on my classes.
3. Click on Enrollment Drop Classes.

4. Click on the term and click continue.
5. Click on the link 'Click here to drop a class for a closed enrollment term' (the link has been moved to the top of the page, above the list of courses).

6. Read the statement under Drop tool-Instructions and click continue.
7. Read the statement under Drop tool - Academic Honor Policy Statement and click continue.

8. Click the term and click continue.
9. Click the course(s) you want to drop and click Drop Selected Classes.

10. Follow the rest of the instructions to finish your drop process or to generate a form for approval.

11. If you are asked to generate a course drop form, generate and email it to the email address listed on the form. If the approval needed is from the Dean of the College of Engineering, email it to studentsupport@eng.famu.fsu.edu or print and take it to the Student Services Office at the College of Engineering, Room B111.