How to Withdraw from a Course in Schedule Builder

Before withdrawing, kindly reference the <u>Academic Calendar</u> to verify the eligible dates for withdrawal.

- 01 | Enter https://home.cunyfirst.cuny.edu in your browser's address bar: (Preferred browsers are Firefox or Chrome) Be sure to allow pop-ups in browser
 - Enter your Username and Password and click on Log in.



• From the CUNYfirst Home Menu, select Student Center.

02 | From your Student Center, click on the "Schedule Builder" tile to access the



03 | Once the application opens, Schedule Builder's Welcome page should appear. Select the term for which you would like to withdraw from a class.

	free schedule and direct class enrollment.
	Select a Term you wish to Enroll for:
2022 Summer	
Enrollment Appointment:	
Five Week - Second Session	1 Apr 7, 2022 1:00pm to Jul 19, 2022 11:59pm
Open Enrollment Dates: Five Week - Second Session	n Jul 24 2022
Eleven Week Session	Jun 21, 2022
Six Week - First Session	Jun 14, 2022
Four Week - First Session	Jun 11, 2022
Four week - Second Session	n Jul 22, 2022
2022 Fall	
Open Enrollment Date:	
All Sessions Aug 26, 2022	

04 | There are two ways to initiate the withdrawal process. You can either 1) uncheck the box to the left of the course you wish to withdraw or 2) Click on the trash can icon ■

	PSY 234	Abnormal PsychologyEnrolledTry all classes (2)✓	Û	~
	PSY 260	Social Psychology Enrolled		~
	A You ha	Drop Course 🗸		

05 | Then click on "Get This Schedule."

			K <	1 OF 1	X	
Class Number, Title, Instructor Advanced Q		Mon Jun 13	Tue Jun 14	Wed Jun 15	Thu Jun 16	
Import My DegreeWorks: PLAN WORKSHEET		10 am				
Abnormal Psychology Enrolled		11 am				
225-LEC 🗸 🖠	i ~	12 pm				
ocial Psychology Enrolled		1 pm				
rop Course 🗸	1 ×	2 pm				
ave not finished dropping this course.		3 pm				
		4 pm				
		5 pm	• The first scheduled ever • The first scheduled ever	it starts 5 weeks later. Use th is schedule includes online c	e slider to view other week: lasses	s.
			< -0	June 12 - 18, 2022	>	
		Мау	Jun	Jul	Aug	
				Abnormal Psyc	chology (online)	
		ADD PERSONAL T	IMES 🗸			
		🍘 You are not enroll	ed for this schedule.			
				Total Progress Units: 3.0/3.0	C	
		SA	VE AS FAVORITE	ALIDATE SHOPPING CART	GET THIS SCHE	DULE
				PRINT SHARE		

06 | Then click on "Do Actions."

		Getting Scl	hedule	
Class		Action	Options	Result
PSY 234 Abnormal Psychology Mon, Tue, Wed, Thu : 9:00 AM- t	2022 Summer Term: Jul 18 - Aug 11 Four Week - Second o 11:35 AM			
LEC SOIC Enrolled 8225 Seats: 5/31 Wait List: 0/5 Course Attributes: Abnormal or Synchronous - class meets onli Pre-requisite PSY 166	Lehman College Online Humberto Lizardi 3.0/3.0 Progress Units Personality Psych ne during the scheduled days and times.	None (Already enrolled in this class)	N/A	N/A
PSY 260 Social Psychology Tue, Thu : 12:15 PM- to 4:15 PM	2022 Summer Term: Jul 18 - Aug 18 Five Week - Second 1		None	
LEC SO1D Enrolled 8284 Seats: 10/31 Wait List: 0/5 Synchronous - class meets onlin Pre-requisite PSY 166	Lehman College Online Online-Synchronous Chiroshri Bhattacharjee 3.0/3.0 Progress Units ne during the scheduled days and times.	Drop		
CANCEL		DO ACTIONS		

07 | If the class was successfully withdrawn, you will see the word "Dropped or Withdrawn" in the result column next to the class. Once this action is complete, it is recommended to view your grades to ensure the course has a grade of W posted.

		Getting So	chedule	
Class		Action	Options	Result
PSY 260 Social Psychology Tue, Thu : 12:15 PM- to 4:15 PM	2022 Summer Term: Jul 18 - Aug 18 Five Week - Second			
LEC S01D Enrolled 8284 Seats: 9/31 Wait List: 0/5 Synchronous - class meets onlin Pre-requisite PSY 166	Lehman College Online Online-Synchronous Chiroshri Bhattacharjee 3.0/3.0 Progress Units e during the scheduled days and times.	None (Already enrolled in this class)	N/A	N/A
PSY 234 Abnormal Psychology Mon, Tue, Wed, Thu : 9:00 AM- tc	2022 Summer Term: Jul 18 - Aug 11 Four Week - Second 11:35 AM		None	Dropped This class has been removed from your
LEC SO1C Enrolled 8225 Seats: 5/31 Wait List: 0/5 Course Attributes: Abnormal or F Synchronous - class meets online Pre-remuisite PSY 166	Lehman College Online Online-Synchronous Humberto Lizardi 3.0/3.0 Progress Units Personality Paych e during the scheduled days and times.	Drop		schedule.

08 | From your CUNYfirst Homepage click on your Student Center



09 | Then click on the Academic Records tile

ELEHMAN COLLEGE		✓ Studer	nt Center	<u>ن</u> م
	Student A	nnouncements	Profile	Tasks and Holds
Codege of Stater baand	Click here for F. Needs Survey, Builder.	AFSA form details, Your Technology and more information on Schedule	-	
LOUINI				No current tasks
JXYE	KINGSBOROUGH	S LEHMAN	MAGAULAY	1 V
	Schedule Builder	Course Planning and Enrollment	Academic Records	CUNY Direct Deposit
Manager 1				51 5
Banch		200 200		EK

10 | Click on View Grades and select the appropriate term

Student Center		Select a Value
Course History	2019 Summer Term Herbert H. Lehman College	
🕞 View Grades	Graduate	
Honors and Awards	Herbert H. Lehman College Graduate	
Milestone	2018 Fall Term Herbert H. Lehman College	
Advisors	Graduate	

11 | Make sure that a grade of "W" has been placed next to the withdrawn course.

View Grades

		Term GPA			>
		Cumulative GPA			>
	Aca	ademic Standing			
					5 rows
Class	Units	Grading	Grade	Grade Points	5 rows
Class CHE 166	Units 3.00	Grading Undergraduate Letter Grades	Grade W	Grade Points	5 rows