How to Withdraw from a Course in Schedule Builder

Before withdrawing, kindly reference the Academic Calendar 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 application
Once the application opens, Schedule Builder’s Welcome page should appear. Select the term for which you would like to withdraw from a class.

**WELCOME**

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

Select a Term you wish to Enroll for:

**2022 Summer**

Enrollment Appointment: Five Week - Second Session Apr 7, 2022 1:00pm to Jul 19, 2022 11:59pm

Open Enrollment Dates:
- Five Week - Second Session 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 Jul 22, 2022

**2022 Fall**

Open Enrollment Date:
- All Sessions Aug 26, 2022
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.

Then click on “Get This Schedule.”
06 | Then click on “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07 | If the class was successfully withdrawn, you will see the word “Dropped or Withdrawn” in the result column next to the class.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.
08 | From your CUNYfirst Homepage click on your Student Center

09 | Then click on the Academic Records tile

10 | Click on View Grades and select the appropriate term
Make sure that a grade of “W” has been placed next to the withdrawn course.

<table>
<thead>
<tr>
<th>Class</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 166</td>
<td>3.00</td>
<td>Undergraduate Letter Grades</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>CHE 167</td>
<td>2.00</td>
<td>Undergraduate Letter Grades</td>
<td>W</td>
<td></td>
</tr>
</tbody>
</table>