

## How to Withdraw from a Course in **Schedule Builder**

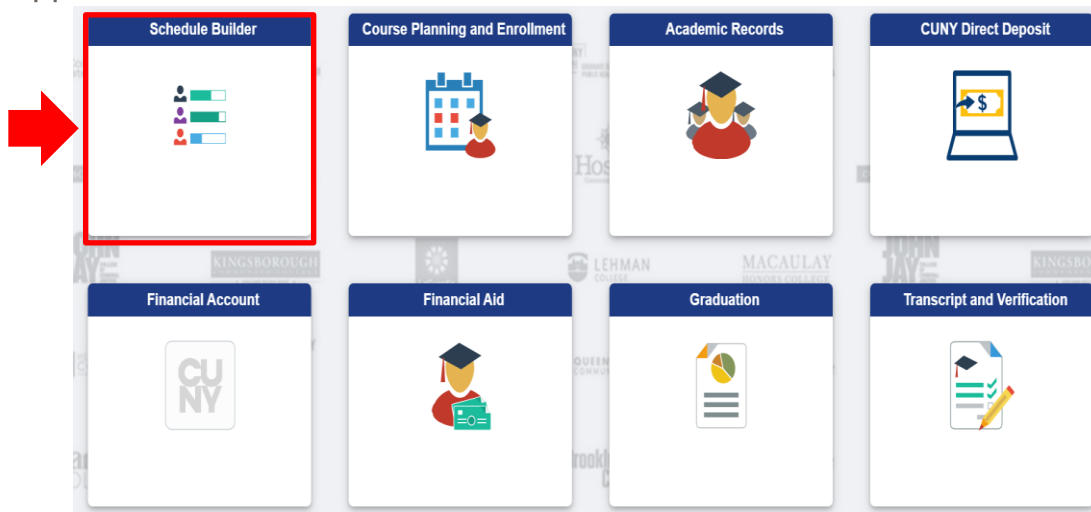
Before withdrawing, kindly reference the [Academic Calendar](#) to verify the eligible dates for withdrawal.

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



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.

**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**

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**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

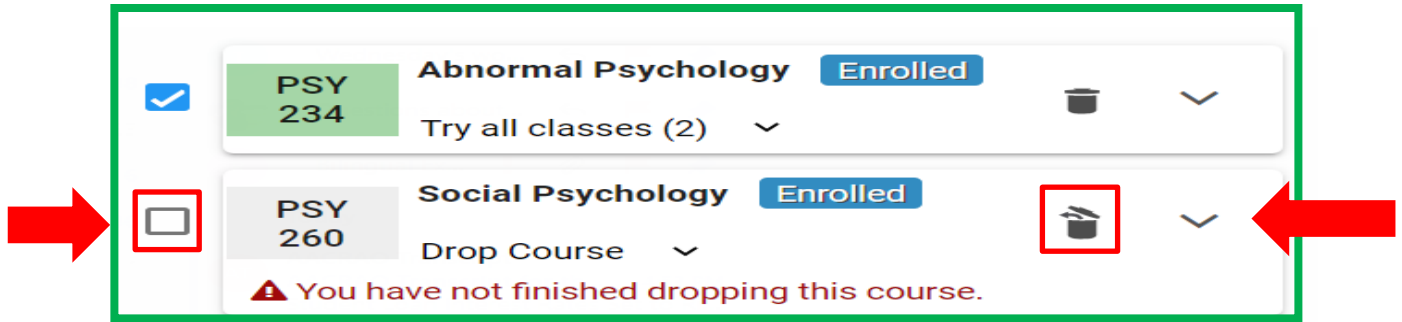
**2022 Fall**

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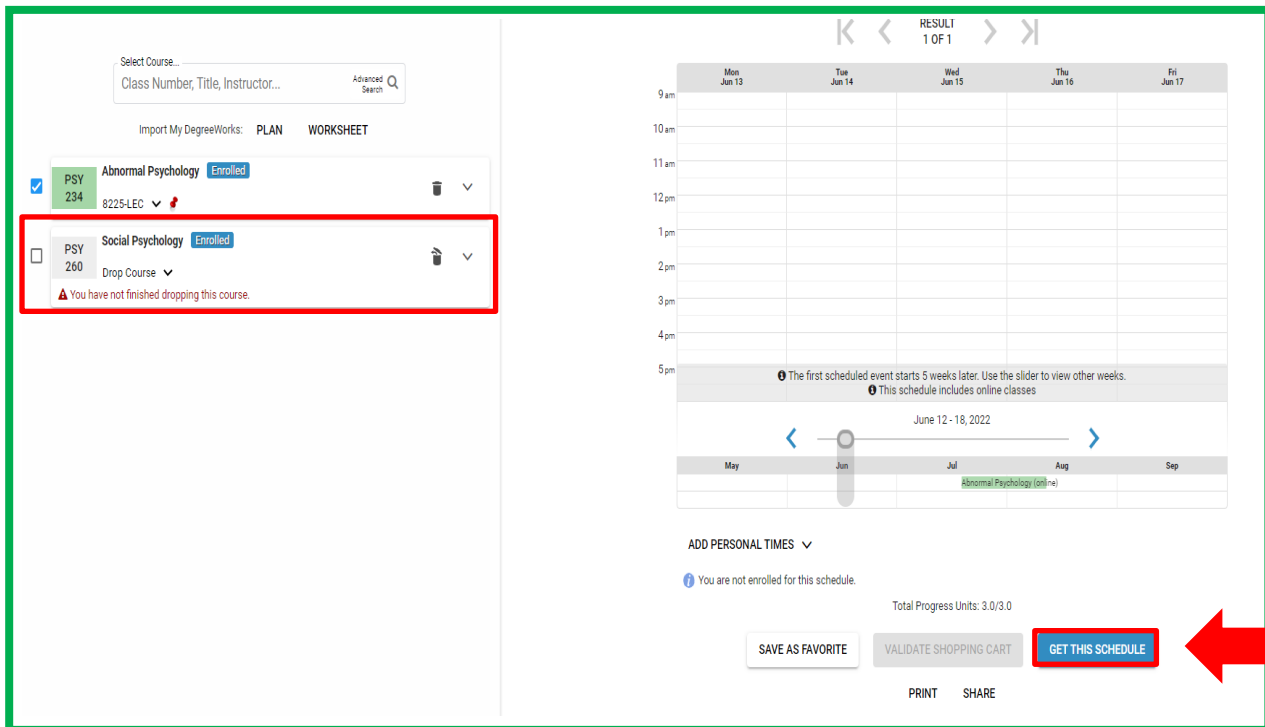
**Open Enrollment Date:**  
All Sessions Aug 26, 2022



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 



05 | Then click on “Get This Schedule.”



06 | Then click on “Do Actions.”

The screenshot shows a table titled "Getting Schedule" with four columns: Class, Action, Options, and Result. Two rows are visible, each representing a class with its details and a list of sections.

Class	Action	Options	Result
<b>PSY 234</b> 2022 Summer Term: Jul 18 - Aug 11 Abnormal Psychology Mon, Tue, Wed, Thu : 9:00 AM- to 11:35 AM	None (Already enrolled in this class)	N/A	N/A
<b>PSY 260</b> 2022 Summer Term: Jul 18 - Aug 18 Social Psychology Tue, Thu : 12:15 PM- to 4:15 PM	Drop	None	

At the bottom of the interface, there are two buttons: "CANCEL" and "DO ACTIONS". The "DO ACTIONS" button is highlighted with a red box, and a red arrow points to it from the right.

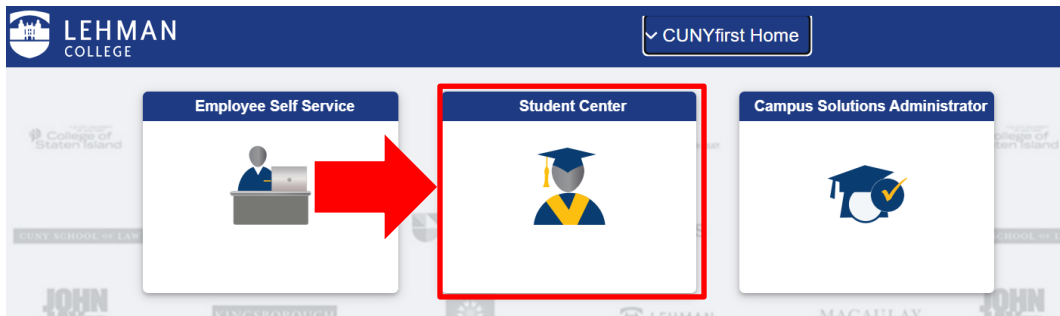
07 | If the class was successfully withdrawn, you will see the word “Dropped or Withdrawn” in the result column next to the class. Once this action is complete, it is recommended to view your grades to ensure the course has a grade of W posted.

The screenshot shows the same "Getting Schedule" interface as in the previous step. The table now shows that the class PSY 234 has been successfully withdrawn, and the word "Dropped" is displayed in the Result column. A red box highlights the "Dropped" text, and a red arrow points to it from the right.

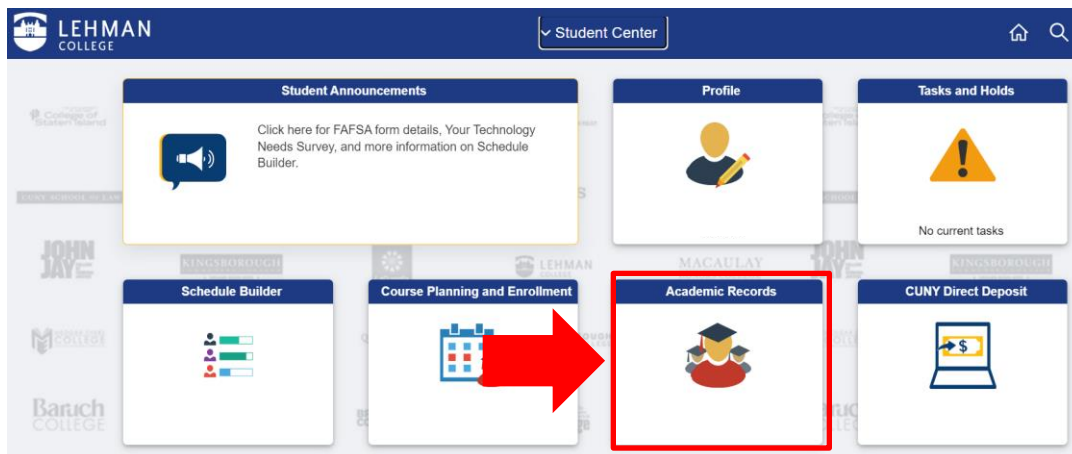
Class	Action	Options	Result
<b>PSY 260</b> 2022 Summer Term: Jul 18 - Aug 18 Social Psychology Tue, Thu : 12:15 PM- to 4:15 PM	None (Already enrolled in this class)	N/A	N/A
<b>PSY 234</b> 2022 Summer Term: Jul 18 - Aug 11 Abnormal Psychology Mon, Tue, Wed, Thu : 9:00 AM- to 11:35 AM	Drop	None	<b>Dropped</b> This class has been removed from your schedule.

At the bottom right of the interface, there is a button labeled "RETURN TO 'SELECT COURSES'".

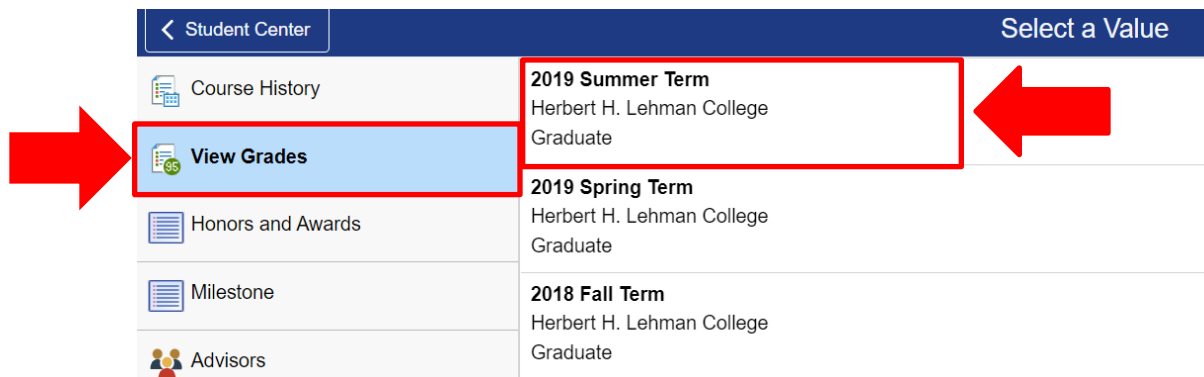
08 | From your CUNYfirst Homepage click on your Student Center



09 | Then click on the Academic Records tile



10 | Click on View Grades and select the appropriate term



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

**View Grades**

Term GPA	>
Cumulative GPA	>
Academic Standing	

5 rows

Class	Units	Grading	Grade	Grade Points	>
<b>CHE 166</b>	3.00	Undergraduate Letter Grades	W		>
CHE 167	2.00	Undergraduate Letter Grades	W		>

