

Dropping Courses

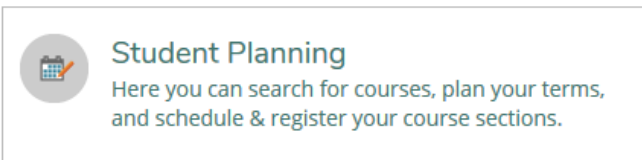
First semester first years must submit drop requests through <https://registrar.wittenberg.edu>.

Once the request is approved by the instructor of the course, the course will be dropped from their schedule. An email is triggered to their advisor notifying them of their drop request.

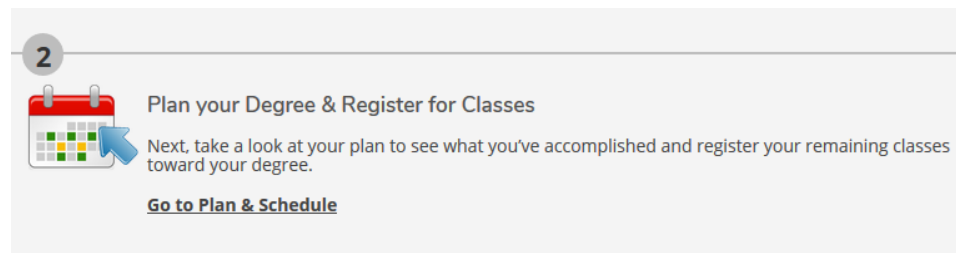
All other students must drop courses through Self Service.

To drop a course in Self Service, login at <https://selfservice.wittenberg.edu>.

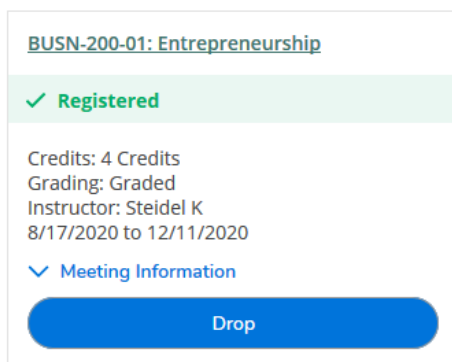
Select Student Planning:



Select Go to Plan & Schedule:



This will bring the student to their Schedule. On the left hand side of the page, their currently registered courses are listed. To drop a course, click the blue Drop button beneath the course they'd like to drop:



If you run into any issues, please take a screenshot and email it to registrar@wittenberg.edu explaining what you are trying to drop and the issue you are facing.