



MyCampus – Drop a Course

1. Go to the Enroll by My Requirements screen

Click the Drop Courses tab

The screenshot shows the 'Enroll By My Requirements' page for Helen Dockery (2089391). The 'drop courses' tab is highlighted. The page displays requirements for 'MA (SocSci) Public Policy with Honours Year 1' and 'Year 2'. The 'Not Satisfied' notices state that the user must complete Level 1 courses worth 120 credits at a minimum grade of D3 for Year 1, and Level 2 courses worth 80 credits at a minimum grade of D3 for Year 2. The page also includes a 'view report as pdf' button and a legend for 'already completed', 'currently enrolled', and 'in My Choices'.

2. The Drop Courses – Select courses to drop screen is displayed

Check the tick box for the course to be dropped e.g. Public Policy 1A

Click 'Drop Selected Courses'

The screenshot shows the 'Drop Courses' interface in the Student Center. At the top, the user is identified as Helen Dockery (2089391). Navigation tabs include Enrollment, My Classes, My Academic Record, My Absence, and My Results. Below these are links for 'add by requirements', 'add by search', 'my choices', 'drop courses', 'switch class section', and 'enroll for resits'. The main heading is 'Drop Courses' with a page indicator '1' of '3'. The instruction reads: '1. Select courses to drop' and 'Select the courses to drop and click 'Drop Selected Courses''. Below this, the academic year is set to '2013-14 | Undergraduate | University of Glasgow'. A legend indicates 'Enrolled' (green check), 'Dropped' (blue X), and 'Wait Listed' (yellow triangle). A table lists courses with checkboxes in the 'Select' column and status in the 'Status' column. The 'DROP SELECTED COURSES' button is highlighted with a red box. The Windows taskbar at the bottom shows the time as 15:33 on 26/06/2014.

Select	Class	Course Title	Class	View Class Details	Status
<input type="checkbox"/>	PUBPOL 1010	Public Policy 1A: Foundatio...	Lecture LCD1	View Class Details	✓
<input type="checkbox"/>			Tutorial TU02	View Class Details	✓

3. The Drop Courses – Confirm your selection screen is displayed

Once the selection of classes to be dropped has been checked and confirmed, click finish dropping

The screenshot shows the 'Drop Courses' confirmation screen in the University of Glasgow Student Center. The user is Helen Dockery (2089391). The page title is 'Drop Courses' and the sub-header is '2. Confirm your selection'. A message states: 'Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.' Below this is a table of classes to be dropped:

Class	Course Title	Class	View Class Details	Status
PUBPOL 1010-LC01 (16959)	Public Policy 1A: Foundatio... (Lecture)		View Class Details	✓
PUBPOL 1010-TU02 (16971)	Public Policy 1A: Foundatio... (Tutorial)		View Class Details	✓

At the bottom of the table, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH DROPPING'. The 'FINISH DROPPING' button is highlighted with a red rectangular box. The page footer shows the system tray with the date 26/06/2014 and time 15:38.

4. The Drop Courses – View results screen is displayed

The enrolment message banner displays; 'Success: this class has been removed from your schedule.'

Status will display as 'Success: dropped'

Click 'Student Centre' to return to the Student Centre screen

The screenshot shows the University of Glasgow Student Center interface. At the top, the user is identified as Helen Dockery (2089391). The main navigation bar includes tabs for Enrollment, My Classes, My Academic Record, My Absence, and My Results. Below this, there are links for 'add by requirements', 'add by search', 'my choices', 'drop courses', 'switch class section', and 'enroll for results'. The 'Drop Courses' section is active, displaying a message: 'Success: dropped' with a green checkmark and 'Error: unable to drop class' with a red X. A table lists the course PUBPOL 1010 with the message 'Success: This class has been removed from your schedule.' and a status of 'Success' with a green checkmark. Below the table, a button labeled 'STUDENT CENTER' is highlighted with a red box, and another button labeled 'VIEW MY TIMETABLE' is visible. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying 15:38 on 26/06/2014.