Northeastern University

Office of the University Registrar

Course Drop Requests for Students with Holds

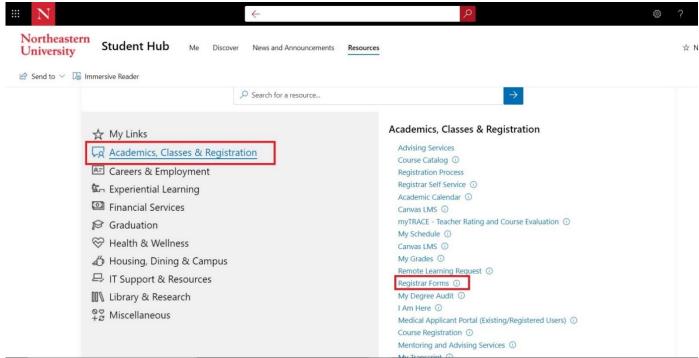
Students with holds are able to submit an online course drop request via the Student Hub. Undergraduate student drop requests require academic advisor approval and will move through a workflow to capture that approval. All other student level requests will route directly to the Registrar's Office for review.

Before Submitting a Course Drop Request

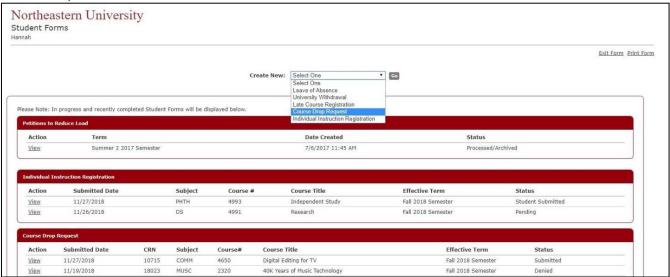
- Ensure that you have a registration-blocking hold that prevents you from dropping a class yourself via the registration system in the Student Hub > Course Registration > Prepare for Registration link.
 - o If you do not have such a hold, please drop the class yourself and do not submit the online course drop request.
 - Any course drop requests submitted by students who do not have registration-blocking holds will not be processed by the Registrar's Office.
- Contact your academic advisor/student service office to discuss your intention to drop the class(es) and the potential consequences this could have on your degree completion timeline/progress or student status.
- International students should contact the Office of Global Services (OGS) before requesting to drop a class to discuss compliance.

Submitting a Course Drop Request via the Student Hub

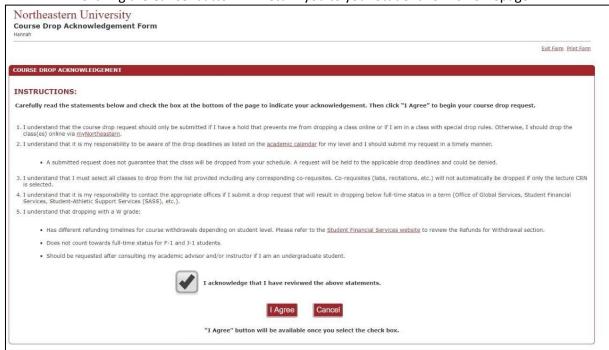
Log into the Student Hub and select the Resources tab > Academics, Classes & Registration > Registrar
Forms



2. This will take you to your Student Forms homepage. Select **Course Drop Request** from the **Create New** drop-down menu and then click the **Go** button.

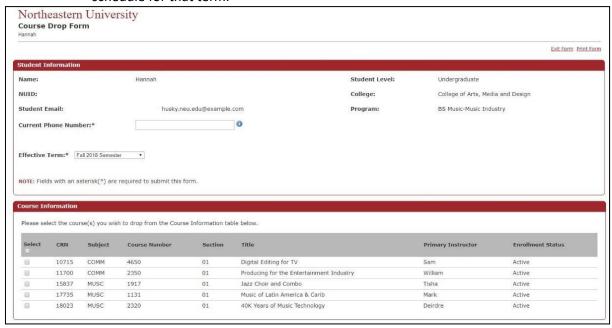


- 3. Carefully read all of the acknowledgement statements and then check the checkbox at the bottom of the page. Click the I Agree button to continue.
 - Clicking the Cancel button will return you to your Student Forms homepage.

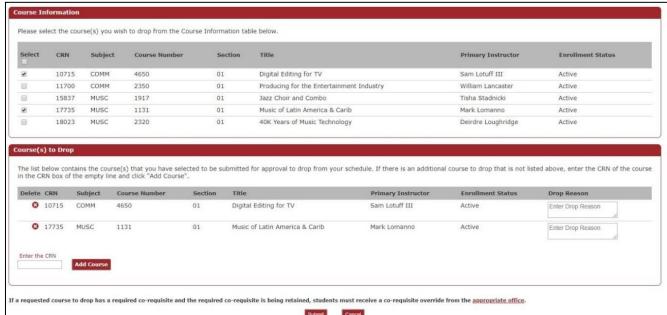


- 4. In the **Student Information** box:
 - Enter your phone number in the Current Phone Number box.
 - Select an Effective Term from the drop-down menu.

o Once you select an effective term, the **Course Information** box will populate with your current schedule for that term.



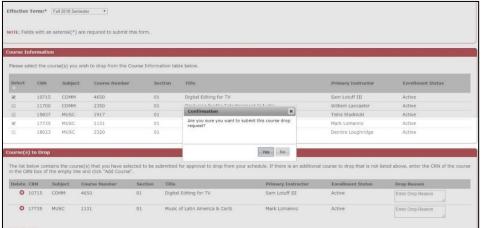
- 5. Check the box next to each course that you are requesting to drop.
 - After you check a box, the course will appear in the **Course(s) to Drop** section below. You can add an optional note in the **Drop Reason** field for each class.
 - Please note, only the checked courses will be dropped. It is your responsibility to ensure all
 appropriate classes (co-requisites, labs, etc.) are selected before submission.



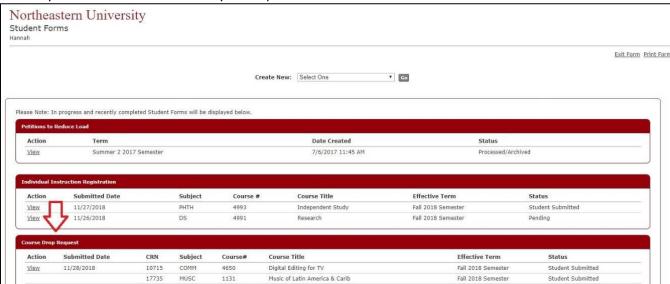
- If you change your mind and want to remove one of the courses from the **Course(s) to Drop** section, click the **X** symbol in the **Delete** column to the left of the course and it will be removed.
- The course drop request form is 24 hours behind the registration system. If you have recently
 registered for a course and it is not showing up in the Course Information section be dropped

from your schedule, type the CRN of the course into the **Enter the CRN** box and click the **Add Course** button. If a valid CRN was provided, the course will be added to the **Course(s) to Drop** section.

6. When you are ready to submit your request, click the **Submit** button. You will then see a pop-up window asking for your confirmation that you want to submit this request:



- 7. If you click the **Yes** button, your request will be submitted. If you click the **No** button, you will be returned to the Course Drop request page.
- 8. After you submit the request for approval, you will be returned to your Student Forms home page, where you can view the statuses of your requests:



- 9. Once your request is submitted, it will follow one of the routes below:
 - <u>Undergraduate students</u> the request will be routed to your academic advisor for approval, then to the Office of the Registrar if approved.
 - <u>Graduate/Law/College of Professional Studies students</u> the request will be routed directly to the Office of the Registrar.
- 10. You will receive a confirmation e-mail from the Office of the Registrar once the request has been reviewed

and processed. You will also receive a notification email if your request is rejected by your advisor or by the Office of the Registrar. Please check your junk mail and spam folders frequently to ensure that you receive these emails.

11. If you have any questions or concerns, please email Registrar@northeastern.edu.