

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.
 - 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

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

The screenshot displays the Student Hub interface. At the top, there is a navigation bar with the Northeastern University logo and the text "Student Hub". Below this, there are several tabs: "Me", "Discover", "News and Announcements", and "Resources". The "Resources" tab is selected. Below the navigation bar, there is a search bar and a "Send to" dropdown menu. The main content area is divided into two columns. The left column is titled "My Links" and contains a list of links: "Academics, Classes & Registration", "Careers & Employment", "Experiential Learning", "Financial Services", "Graduation", "Health & Wellness", "Housing, Dining & Campus", "IT Support & Resources", "Library & Research", and "Miscellaneous". The "Academics, Classes & Registration" link is highlighted with a red box. The right column is titled "Academics, Classes & Registration" and contains a list of links: "Advising Services", "Course Catalog", "Registration Process", "Registrar Self Service", "Academic Calendar", "Canvas LMS", "myTRACE - Teacher Rating and Course Evaluation", "My Schedule", "Canvas LMS", "My Grades", "Remote Learning Request", "Registrar Forms", "My Degree Audit", "I Am Here", "Medical Applicant Portal (Existing/Registered Users)", "Course Registration", "Mentoring and Advising Services", and "My Transcript". The "Registrar Forms" link is highlighted with a red box.

Course Drop Requests for Students with Holds

- 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.

Northeastern University
Student Forms
Hannah

Exit Form Print Form

Create New: Select One Go

Please Note: In progress and recently completed Student Forms will be displayed below.

Petitions to Reduce Load

Action	Term	Date Created	Status
View	Summer 2 2017 Semester	7/6/2017 11:45 AM	Processed/Archived

Individual Instruction Registration

Action	Submitted Date	Subject	Course #	Course Title	Effective Term	Status
View	11/27/2018	PHTH	4993	Independent Study	Fall 2018 Semester	Student Submitted
View	11/26/2018	DS	4991	Research	Fall 2018 Semester	Pending

Course Drop Request

Action	Submitted Date	CRN	Subject	Course#	Course Title	Effective Term	Status
View	11/27/2018	10715	COMM	4650	Digital Editing for TV	Fall 2018 Semester	Submitted
View	11/19/2018	18023	MUSC	2320	40K Years of Music Technology	Fall 2018 Semester	Denied

- 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.

Northeastern University
Course Drop Acknowledgement Form
Hannah

Exit Form Print Form

COURSE DROP ACKNOWLEDGEMENT

INSTRUCTIONS:
Carefully read the statements below and check the box at the bottom of the page to indicate your acknowledgement. Then click "I Agree" to begin your course drop request.

- I understand that the course drop request should only be submitted if I have a hold that prevents me from dropping a class online or if I am in a class with special drop rules. Otherwise, I should drop the class(es) online via [myNorthwestern](#).
- I understand that it is my responsibility to be aware of the drop deadlines as listed on the [academic calendar](#) for my level and I should submit my request in a timely manner.
 - A submitted request does not guarantee that the class will be dropped from your schedule. A request will be held to the applicable drop deadlines and could be denied.
- I understand that I must select all classes to drop from the list provided including any corresponding co-requisites. Co-requisites (labs, recitations, etc.) will not automatically be dropped if only the lecture CRN is selected.
- I understand that it is my responsibility to contact the appropriate offices if I submit a drop request that will result in dropping below full-time status in a term (Office of Global Services, Student Financial Services, Student-Athletic Support Services (SASS), etc.).
- I understand that dropping with a W grade:
 - Has different refunding timelines for course withdrawals depending on student level. Please refer to the [Student Financial Services website](#) to review the Refunds for Withdrawal section.
 - Does not count towards full-time status for F-1 and J-1 students.
 - Should be requested after consulting my academic advisor and/or instructor if I am an undergraduate student.

I acknowledge that I have reviewed the above statements.

I Agree **Cancel**

"I Agree" button will be available once you select the check box.

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

Course Drop Requests for Students with Holds

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

Northeastern University
Course Drop Form
 Hannah [Exit Form](#) [Print Form](#)

Student Information

Name: Hannah Student Level: Undergraduate

NUID: College: College of Arts, Media and Design

Student Email: husky.neu.edu@example.com Program: BS Music-Music Industry

Current Phone Number*:

Effective Term*: Fall 2018 Semester

NOTE: Fields with an asterisk(*) are required to submit this form.

Course Information

Please select the course(s) you wish to drop from the Course Information table below.

Select	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status
<input type="checkbox"/>	10715	COMM	4650	01	Digital Editing for TV	Sam	Active
<input type="checkbox"/>	11700	COMM	2350	01	Producing for the Entertainment Industry	William	Active
<input type="checkbox"/>	15837	MUSC	1917	01	Jazz Choir and Combo	Tisha	Active
<input type="checkbox"/>	17735	MUSC	1131	01	Music of Latin America & Carib	Mark	Active
<input type="checkbox"/>	18023	MUSC	2320	01	40K Years of Music Technology	Deirdre	Active

- 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.

Course Information

Please select the course(s) you wish to drop from the Course Information table below.

Select	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status
<input checked="" type="checkbox"/>	10715	COMM	4650	01	Digital Editing for TV	Sam Lotuff III	Active
<input type="checkbox"/>	11700	COMM	2350	01	Producing for the Entertainment Industry	William Lancaster	Active
<input type="checkbox"/>	15837	MUSC	1917	01	Jazz Choir and Combo	Tisha Stadnicki	Active
<input checked="" type="checkbox"/>	17735	MUSC	1131	01	Music of Latin America & Carib	Mark Lomanno	Active
<input type="checkbox"/>	18023	MUSC	2320	01	40K Years of Music Technology	Deirdre Loughridge	Active

Course(s) to Drop

The list below contains the course(s) that you have selected to be submitted for approval to drop from your schedule. If there is an additional course to drop that is not listed above, enter the CRN of the course in the CRN box of the empty line and click "Add Course".

Delete	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status	Drop Reason
✖	10715	COMM	4650	01	Digital Editing for TV	Sam Lotuff III	Active	<input type="text" value="Enter Drop Reason"/>
✖	17735	MUSC	1131	01	Music of Latin America & Carib	Mark Lomanno	Active	<input type="text" value="Enter Drop Reason"/>

Enter the CRN Add Course

If a requested course to drop has a required co-requisite and the required co-requisite is being retained, students must receive a co-requisite override from the [appropriate office](#).

Submit Cancel

- 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

Course Drop Requests for Students with Holds

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:

The screenshot shows a web form for submitting course drop requests. At the top, there is a dropdown menu for 'Effective Term*' set to 'Fall 2018 Semester'. Below this is a note: 'NOTE: Fields with an asterisk(*) are required to submit this form.' The main section is titled 'Course Information' and contains a table with columns: Select, CRN, Subject, Course Number, Section, Title, Primary Instructor, and Enrollment Status. Several courses are listed, with checkboxes in the 'Select' column. A 'Confirmation' pop-up window is overlaid on the table, asking 'Are you sure you want to submit this course drop request?' with 'Yes' and 'No' buttons. Below the table is a section titled 'Course(s) to Drop' with a table listing the selected courses and their details, including a 'Drop Reason' column with a text input field for each.

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:

The screenshot shows the 'Northeastern University Student Forms' home page. The user is logged in as 'Hannah'. There is a 'Create New' section with a dropdown menu set to 'Select One' and a 'Go' button. Below this is a 'Please Note: In progress and recently completed Student Forms will be displayed below.' section. The page is divided into three main sections: 'Petitions to Reduce Load', 'Individual Instruction Registration', and 'Course Drop Request'. Each section contains a table with columns for 'Action', 'Term', 'Date Created', 'Status', 'Submitted Date', 'Subject', 'Course #', 'Course Title', 'Effective Term', and 'Status'. A red arrow points to the 'View' link in the 'Individual Instruction Registration' table for the row with 'Submitted Date' 11/26/2018 and 'Status' Pending.

9. Once your request is submitted, it will follow one of the routes below:
- Undergraduate students - the request will be routed to your academic advisor for approval, then to the Office of the Registrar if approved.
 - Graduate/Law/College of Professional Studies students - 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

Course Drop Requests for Students with Holds

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.