

Dropping/Withdrawing Courses

Last dates for Dropping or Withdrawing for each semester are listed in the academic catalog and can also be found in My ZSC > Academics > Registration Handouts

Step 1 Log into My ZSC using your student email address (without the @zanestate.edu) and enter your password.

Step 2 Click on the **Academics** tab.

Step 3 Click **Add/Drop Courses** in the Course Schedule portlet.

Add/Drop Courses

Add/Drop

Alert: Registration is currently open. . Your assigned date to register is 09/10/2018, 01:00a to 04/18/2019, 11:59p.

Current Term: Spring Term - 2019
Add Period Closed / Drop Period Open

Add/Drop Courses Course Search

Step 4 The current Term will display. Scroll down to **“Your Schedule (Registered)”**.

Step 5 You will be able to Drop or Withdraw from the course if the box under “Drop” is available. Click the appropriate box and then click **“Drop Selected Courses”** at the bottom right.

Your Schedule (Registered)							
Drop	Swap	Title	Title	Schedule	Location		Credits
<input type="checkbox"/>	<input type="radio"/>	ARTS 1010-01	Art History I	MW 5:30 - 6:50 PM	ZANE Campus Adv. Sci. and Tech Cntr 222		3.00
<input type="checkbox"/>	<input type="radio"/>	COMM 2610-01	Public Speaking	MW 8:30 - 9:50 AM	ZANE Campus Health Science Hall 302		3.00
<input type="checkbox"/>	<input type="radio"/>	ENGL 2700-02	World Literature	T 3:00 - 5:50 PM	ZANE Campus Adv. Sci. and Tech Cntr 222		3.00
<input type="checkbox"/>	<input type="radio"/>	HIST 1110-01	Western Civilization from 1492 to Present	MW 10:00 - 11:20 AM	ZANE Campus Adv. Sci. and Tech Cntr 210		3.00
<input type="checkbox"/>	<input type="radio"/>	PSYC 2310-01	Educational Psychology	0:00 - 0:00 AM M 11:30AM - 12:50 PM	OFFC Campus Building ZANE Campus Health Science Hall 301		3.00