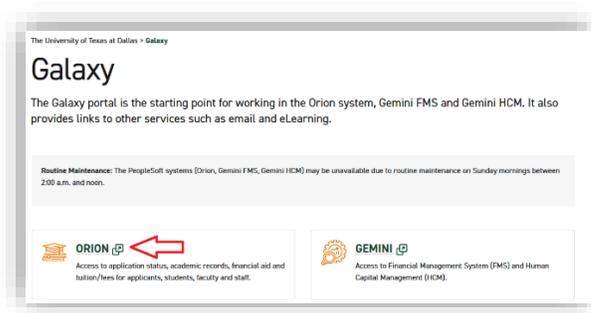


Instructions for students to drop a course

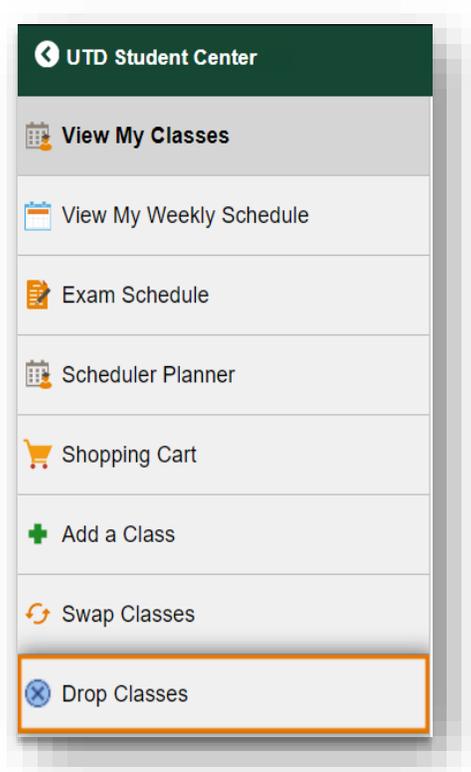
1. Go to <https://www.utdallas.edu/galaxy/>, click on Orion and login with your netid and password.



1. Select the 'Manage Classes' Tile.



2. Select 'Drop Classes'.



- Select the term and click 'Continue'.

Drop Classes 1 2 3

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2020 Summer	Undergraduate	University of Texas at Dallas
<input checked="" type="radio"/> 2020 Fall	Undergraduate	University of Texas at Dallas

- Select the course you wish to drop by clicking in the box on the left-hand side. Then select 'Drop Selected Classes'

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2020 Fall | Undergraduate | University of Texas at Dallas

Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ARTS 2350-001 (81719)	PHOTOGRAPHY: DESIGN (2 STU)	We 4:00PM - 6:45PM We 4:00PM - 6:45PM	ATC 2.908 ATC 3.904	C. Copeland	3.00	✓
<input type="checkbox"/>	EE 3320-002 (87151)	DIGITAL CIRCUITS (1 LEC)	MoWe 1:00PM - 2:15PM	ECSS 2.311	K. Basu	3.00	✓
<input type="checkbox"/>	MATH 2420-005 (80632)	DIFFERENTIAL EQUATIONS W/APP (1 LEC)	TuTh 8:30AM - 9:45AM	JO 4.102	A. Paudel	4.00	✓
	MATH 2420-304 (80388)	DIFFERENTIAL EQUATIONS W/APP (2 LBR)	Mo 8:00AM - 9:50AM	SCI 3.240	Staff		✓
	MATH 2420-701 (80384)	DIFFERENTIAL EQUATIONS W/APP (Exam)	Mo 7:00PM - 8:15PM Mo 7:00PM - 8:15PM Mo 7:00PM - 8:15PM	ECSW 1.315 SLC 1.102 SLC 2.303	Z. Balanov		✓



- Confirm your selection by selecting 'Finish Dropping'.

Drop Classes 1 2 3

2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

2020 Fall | Undergraduate | University of Texas at Dallas

✔ Enrolled ✖ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ARTS 2350-001 (81719)	PHOTOGRAPHY: DESIGN (2 STU)	We 4:00PM - 6:45PM We 4:00PM - 6:45PM	ATC 2.908 ATC 3.904	C. Copeland	3.00	✔

Cancel Previous **Finish Dropping**

- You should receive a green check mark in the status field and a message that the class was successfully removed from your schedule

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2020 Fall | Undergraduate | University of Texas at Dallas

✔ Success: dropped ✖ Error: unable to drop class

Class	Message	Status
ARTS 2350	Success: This class has been removed from your schedule.	✔

My Class Schedule