

HOW TO DROP, SWAP OR WITHDRAW FROM CLASSES

To Drop or Swap a Course:

1. Log into your MyPioneerPortal
2. Under the **Tools** menu, click on **Workday**
3. Click on **Student Academics Hub**
4. Click on **Planning and Registration**, then **Current Classes**
5. Your Schedule of current classes will be visible. Scroll to the far right and you will see a **Drop** and a **Swap** button next to each course
 - Click on the **Drop** button next to any class you want to remove from your schedule
 - Click on the **Swap** button next to each class you wish to change
 - Choose whether you want to swap for a different class or a new section of the class
 - Select the course or section you want to register for instead
6. Click the **Confirm** box and then click **OK/Done**
7. Go back to **Student Academics Hub**, then select **Current Classes** to confirm you are registered for the correct courses

To Withdraw from a Course:

1. Follow steps 1 through 4 above.
2. Your Schedule of current classes will be visible. Scroll to the far right and you will see a **Withdraw** button next to each course.
3. Select the course(s) you wish to withdraw from.
4. Click the **Confirm** box and then click **OK/Done**
5. Students with registration holds on their account will not be able to withdraw themselves from classes and must see an academic advisor for assistance

Planning and Regi... ^

My Academic Plan

Current Classes

Drop Swap

Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

New Course

New Section

4 items

Select	Section	Eligible	Section Status	Start Date
<input checked="" type="checkbox"/>	ACG 2001-11-030 - Financial Account I	<input checked="" type="checkbox"/>	Open	05/08/2024

For Course **ACG 2001 - Financial Account I**

Selected Sections **ACG 2001-11-030 - Financial Account I**

Successfully Registered Sections 1 item

Section
ACG 2001-11-030 - Financial Account I

Done

IMPORTANT

To withdraw from **ALL** of your classes in a term you are required to meet with your Academic Advisor and complete a **Semester Withdrawal** form. Your withdrawal from all classes will **NOT** be completed until you meet with your advisor.



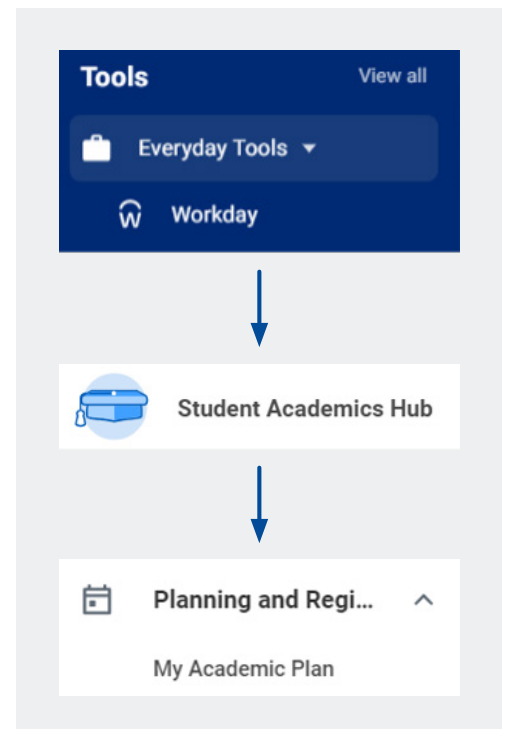
HOW TO REGISTER FOR CLASSES

Scan the QR code for a detailed video on how to register for classes from your academic plan.

Don't have an academic plan? Schedule an appointment with your assigned academic advisor using QLess to create a plan.

To Register from Your Academic Plan:

1. Log into your MyPioneerPortal
2. Under the **Tools** menu, click on **Workday**
3. Click **Student Academics Hub**
4. Under **Planning and Registration** on the academic homepage click **My Academic Plan**
5. Use the orange **Register from Plan** button
You may have to select the Academic Term/Period.
6. Select your desired section for each class in your plan from the options that are shown
*You cannot select a **CLOSED** section as that means the class is **FULL***
7. Once you have selected one section for each of your classes, click on the **Register** button to complete registration



IMPORTANT

Once you register, you are responsible for paying for your courses. If you do not plan on attending it is **YOUR RESPONSIBILITY TO DROP YOURSELF** from the courses by the final drop deadline published on IRSC's academic calendar.

IRSC WILL NOT DROP YOU FOR NOT ATTENDING YOUR CLASSES.



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