

# How to Drop Courses

1. Log-in to the [CSULB Single Sign-On](#).
2. Click on the My CSULB Student Center chicklet.



Student Center  
(MyCSULB)

3. Under Academics in the middle of the screen, click on the three yellow lines on the right-hand side, and click on Enrollment: Drop.

The screenshot displays the MyCSULB Student Center interface. At the top, there is a black navigation bar with the CSULB logo and the text "CALIFORNIA STATE UNIVERSITY LONG BEACH". Below this is a yellow header bar labeled "Student Center". The main content area is divided into two sections: "Academics" and "Finances".  
  
The "Academics" section features a "Summer 2024 Schedule" table with columns for "CLASS", "SCHEDULE", and "DEADLINES". Below the table are buttons for "Weekly Schedule" and "Enrollment Shopping Cart". To the right of the table is a vertical menu with a search bar and several options: "Degree Planner", "Enroll", "My Academics", "My Textbooks", and "Enrollment Adjustments". A yellow arrow points to a three-line menu icon in the top right corner of the Academics section.  
  
The "Finances" section includes an "Account Summary" with "Due Now" and "Future Due" items, a "You owe" section, and a "Make a Payment" button. It also includes a "My Account" section with "Account Inquiry", "E-Refund Signup", and "Make a Payment" options, and a "Financial Aid" section with "View Financial Aid" and "Accept/Decline Awards" options. A link for "Important Student Fee Information" is located at the bottom left of the Finances section.

Student Center

Academics

Academic Requirements	Advisor Notes
Apply for Graduation	Browse Schedule
Course History	Enrollment: Add
<b>Enrollment: Drop</b>	Enrollment: Edit
Enrollment: Swap	Exam Schedule
Grades	My Class Schedule
Test Score Summary	Transcript: Official
Transcript: Unofficial	Transfer Credit Report
Veterans Benefit	What-if Report

Withdrawals/Repeats

Account summary (see link below)

Make a Payment

[\\*Important Student Fee Information](#)

my account

- Account Inquiry >
- E-Refund Signup >
- Make a Payment >

Financial Aid

- View Financial Aid >
- Accept/Decline Awards >

4. Select the correct term to drop your courses.

Drop Classes > Select Term

1 SELECT 2 CONFIRM 3 FINISH

Sort By

<b>Spring 2024</b> Post-baccalaureate CSU Long Beach	>
<b>Summer 2024</b> Post-baccalaureate CSU Long Beach	>
<b>Fall 2024</b> Post-baccalaureate CSU Long Beach	>

5. Select the courses that you would like to drop by checking the box to the left of the course name. Next, click the button that says Drop Selected Classes.

Drop Classes > 1. Select classes to drop > Fall 2024

1 SELECT 2 CONFIRM 3 FINISH

Select the classes to drop and select Drop Selected Classes.

Fall 2024 Enrollment Shopping Cart

✓ ENROLLED Ⓡ DROPPED ⚠ WAIT LISTED

SELECT	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
<input checked="" type="checkbox"/>	<a href="#">EESJ 550-01 (3205)</a>	Found Equity Educ Soc Justice (Seminar)	Th 4:00PM - 6:45PM Th 4:00PM - 6:45PM	LA1 Room 210 Online	L. Perez Huber	3.00	✓

Drop Selected Classes

My Fall 2024 Class Schedule

✓ ENROLLED Ⓡ DROPPED ⚠ WAIT LISTED

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
<a href="#">EESJ 550-01 (3205)</a>	Found Equity Educ Soc Justice (Seminar)	Th 4:00PM - 6:45PM Th 4:00PM - 6:45PM	LA1 Room 210 Online	L. Perez Huber	3.00	✓

6. Click on the button that says Finish Dropping

Drop Classes > 2. Confirm your selection > Fall 2024

1 SELECT 2 CONFIRM 3 FINISH

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

✓ ENROLLED DROPPED ⚠ WAIT LISTED

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
<a href="#">EESJ 550-01 (3205)</a>	Found Equity Educ Soc Justice (Seminar)	Th 4:00PM - 6:45PM Th 4:00PM - 6:45PM	LA1 Room 210 Online	L. Perez Huber	3.00	✓

Previous Cancel **Finish Dropping**

7. You should see the green “Success” message on your screen notifying you that the course has been successfully dropped from your class schedule.

Drop Classes > 3. View results > Fall 2024

1 SELECT 2 CONFIRM 3 FINISH

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

Success

EESJ 550

Success: This class has been removed from your schedule.

My Class Schedule

If you have any questions about dropping courses or. please contact our office at any time.

[Graduate Studies Office](#)

Email: [ced-gradstudies@csulb.edu](mailto:ced-gradstudies@csulb.edu)

Phone Number: (562) 985-8476