

How to drop a class after the 3rd day of the semester.

- Log in to the Smartweb portal with your user name and password
- Click **Registration**
- Click **Add/Drop Class**
- Verify mailing address and phone number and click **Continue with registration**
- On the **Financial Aid Authorization** page, click **Continue with registration**
- Select the appropriate **Term**
- Scroll down to your current schedule and click on the **action box** next to the course you want to drop
- Select **Drop After 3rd Day**
- Click **Submit Changes** at the bottom of the page

Important Notes:

- **If you receive Financial Aid, be sure to check with the Financial Aid Office before making any changes to your schedule. Contact the office at 706-771-4149.**
- **You must drop courses with a co-requisite at the same time when dropping online. (I.E. CHEM 1151 and CHEM 1151L).**
- **You must complete a schedule change form to change sections (change from one class time to another).**