How To: Drop a Class

1. Go to the Student Center in PAWS, then click the Enrollment Shopping Cart link.

   ![Student Center in PAWS](image)

It’s a good idea to familiarize yourself with the deadlines posted on the Registrar’s Calendar for each term before you decide to drop a course:

uwm.edu/onestop/events/category/academic-calendar/
2. Click on the “drop” sub-tab towards the top of the page.

Select the class or classes you wish you drop. Classes will appear if they are eligible to be dropped based upon the drop deadline.

Click on the **Drop Selected Courses** button.

If dropping a class through PAWS is not possible or requires permission granted outside of the PAWS system, you may drop a class via the Registration Change (Add/Drop) Form:

[uwm.edu/onestop/formsdocuments](uwm.edu/onestop/formsdocuments)
3. On the next screen, confirm your selection(s), then click **Finish Dropping**.

4. If your enrollment request was successful, you will see a green check mark (success) under the Status column. If your request was unsuccessful, you will see a red X (errors) and an error message will be displayed.