

## Instructions to Drop a Class with a CRN

- Log into my.USI
- Select self service on the left
- Select the 'Students' tab
- Scroll down and find this tab:



### Register for Classes

Search and register for your classes...[registration guide here.](#)

- Select the term from the dropdown
- Your class summary will appear at the bottom right-hand corner of the screen. Any classes you are registered for will show 'registered' under status in green.
- Select the dropdown under 'Action' and select 'drop web @ 100'
- Select 'submit'

The screenshot shows a web interface for class registration. At the top, there is a 'Summary' tab. Below it is a table with the following columns: Title, Details, Hours, CRN, Schedule Ty, Status, and Action. A single row is visible with the following data: Title: *Cultural Contexts Convers...*, Details: *SPAN 205., 001*, Hours: *3*, CRN: *50707*, Schedule Ty: *Lecture*, Status: *Pending*, and Action: *Registered web* (with a dropdown arrow). At the bottom of the interface, there is a status bar that reads: 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19'. In the bottom right corner, there is a 'Submit' button, which is circled in red in the original image.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<i>Cultural Contexts Convers...</i>	<i>SPAN 205., 001</i>	<i>3</i>	<i>50707</i>	<i>Lecture</i>	<i>Pending</i>	<i>Registered web</i> ▼

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19

Submit