How to drop a class in Banner

BANNER ASUB
Self-Service
The student portal at ASU-Beebe
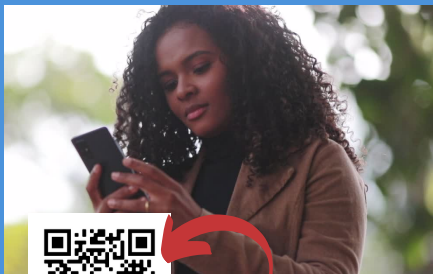
STUDENTS ARE ADVISED TO SET UP THEIR MY.ASUB.EDU ACCOUNT AND ENROLL IN DUO MULTI-FACTOR AUTHENTICATION BEFORE ATTEMPTING THIS PROCESS.


Scan QR to connect to a video tutorial and other Banner Self-Service how-to guides


STEP 1: CONTACT YOUR ACADEMIC ADVISOR AND FINANCIAL AID BEFORE DROPPING A CLASS.

*You can review who your academic advisor is from the Student Profile page in Banner Self-Service.
*Dropping a class can extend your time in school and affect your financial aid (some students have to pay money back).
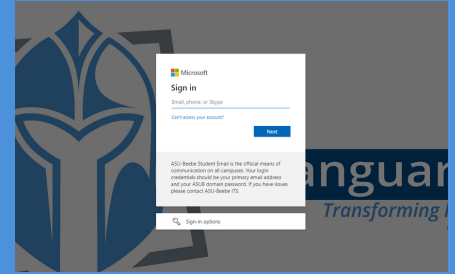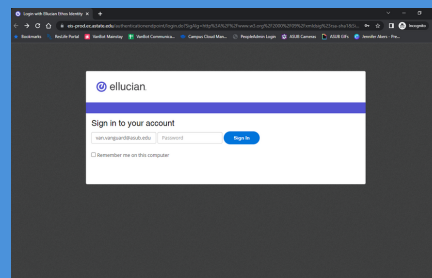

STEP 2: LOG INTO YOUR MY.ASUB.EDU HUB.

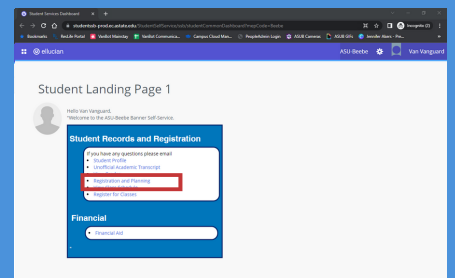*Use your ASUB.edu email address & password.
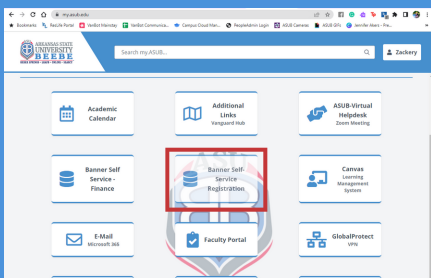
STEP 3: IN YOUR MY.ASUB.EDU HUB, SELECT THE "BANNER SELF-SERVICE" TILE.
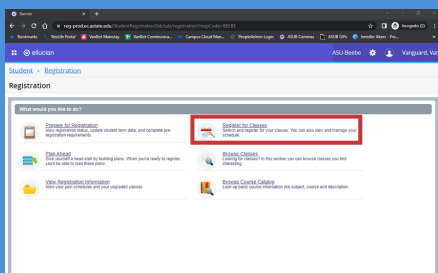

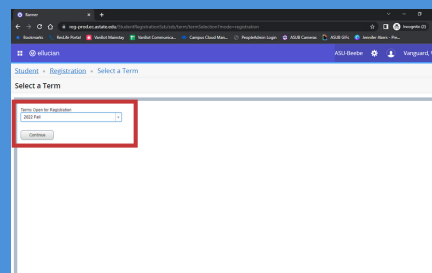**STEP 4: LOG INTO BANNER SELF-SERVICE.**

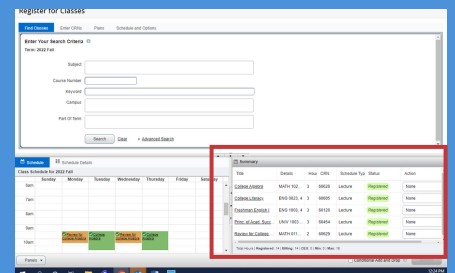*Use your ASUB.edu email address & password.

STEP 5: FROM YOUR BANNER STUDENT LANDING PAGE, SELECT "REGISTRATION AND PLANNING."

STEP 6: ONCE ON THE REGISTRATION SCREEN, SELECT "REGISTER FOR CLASSES."

STEP 7: FROM THE "SELECT A TERM SCREEN," SELECT THE "TERM OPEN FOR REGISTRATION" DROP-DOWN BOX. THEN SELECT THE "CONTINUE" BUTTON.
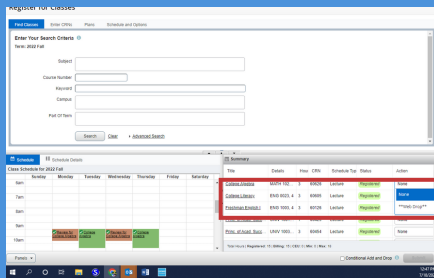

STEP 8: FROM THE FIND CLASSES SCREEN, YOU CAN VIEW YOUR COURSE SCHEDULE IN THE SUMMARY WINDOW.


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STEP 9: TO DROP A COURSE FROM YOUR SCHEDULE, SELECT THE DROP-DOWN BOX UNDER THE "ACTION" COLUMN FOR THE COURSE, AND SELECT "WEB DROP."
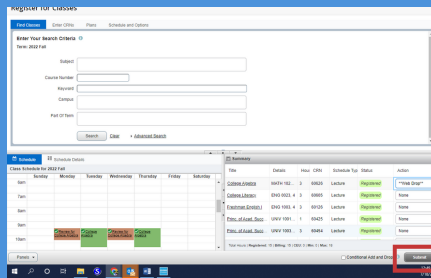
STEP 10: TO SAVE YOUR DROPPED COURSE, SELECT THE "SUBMIT" BUTTON.
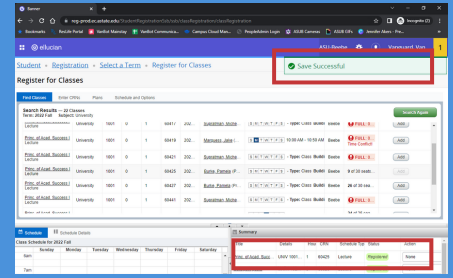
STEP 11: ONCE SAVED, YOU SHOULD RECEIVE A GREEN POP-UP BOX THAT READS: "SAVE SUCCESSFUL." ADDITIONALLY, COURSES SHOULD MOVE FROM PENDING TO REGISTERED IN THE SUMMARY WINDOW.

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