Dropping or Withdrawing from a Course in Banner Self-Service

1. Login to MyCharleston (my.cofc.edu)
2. Click on the Academic Services tab
3. Scroll down to find the channel titled Banner Self-Service
4. Click the Banner Self-Service folder to expand the list
5. Click the Student folder to expand the list further
6. Click the Registration folder to expand the list further
7. Click the Add or Drop Classes link
8. Click the arrow next to the Select a Term field to display the dropdown menu
   a. Select your term
9. Click the Submit button
   NOTE: If you have not done so recently, you will be prompted to update your contact information. If you have questions about updating or verifying your contact information, please contact registrar@cofc.edu.
10. Locate the course you would like to drop
11. Under the Action column, click the drop-down menu button
    NOTE: If the current date is within the posted Add/Drop period, the Web Drop will be an option in the drop-down menu. If the current date is within the posted withdrawal period, Web Withdrawal will be the option. To review the Academic Calendar for the current term, visit http://registrar.cofc.edu/calendars/
12. Select the action you would like to take.
    a. Click the Submit Changes button
    NOTE: If you are dropping or withdrawing from your last class, you will be prompted to complete a Total Withdrawal Survey. This action is required.
13. Your schedule and official student record will now reflect your changes.