

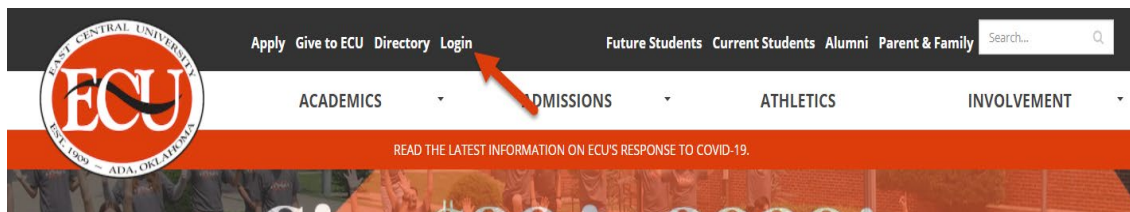
How do I drop a class?

Click [Here](#) to see the current add/drop dates for this school year.

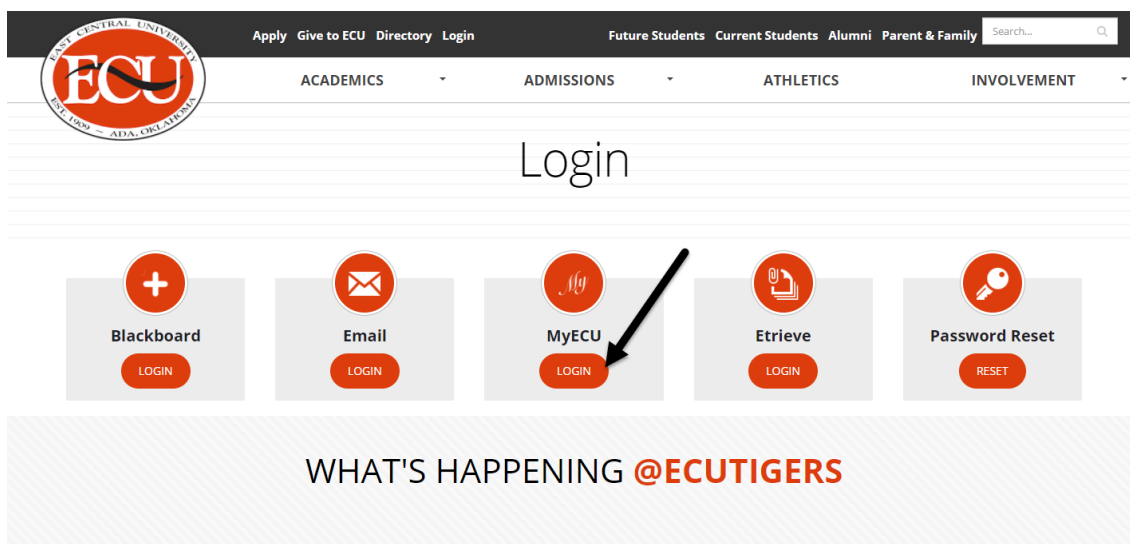
To drop a class online:

NOTE: This is done when enrollment is still open for classes. The last day to drop/add a class online is generally the Friday of the first week of the semester.

1. To begin click on Login at the top of the [ECU website](#).



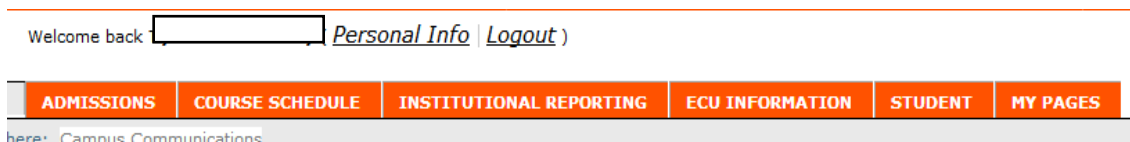
2. Select [MyECU](#).



3. Login into your [MyECU](#) portal by using your User Name and Password.



4. Select the Student Tab.



- In the Student Menu Bar on the left, click Registration and Semester Schedule.

Bachelors Degree Application
Billing Information
Career Center
Emergency Notification
Financial Aid
Housing Application S
How Do I Document
Student Forms
Maintenance
Masters Degree Application
Registration and Semester Schedule
Residency Petition Form
Student Employee
Student Schedule
Transfer Matrices
Transcript Requests


- A list of your classes will show at the bottom of this page. Click Add/Drop Courses.

Course Schedules


Add/Drop

Alert: Registration is not open at this time for this section. Student Registration is currently closed.

Current Term: Spring Term - 2018
Add Period Closed / Drop Period Closed



[Add/Drop Courses](#)



[Course Search](#)

Your Schedule (Registered)

Course	Title	Status
BIOL 3434L-01	GENETICS LAB GENETICS LAB	Current
PSYCH 1113-01	GENERAL PSYCHOLOGY GENERAL PSYCHOLOGY	Current
BIOL 2344L-02	GENERAL MICROBIOLOGY LAB GENERAL MICROBIOLOGY LAB	Current
BIOL 2344-01	GENERAL MICROBIOLOGY GENERAL MICROBIOLOGY	Current
BIOL 3434-01	GENETICS GENETICS	Current
HNRS 4993-01	INDIVIDUAL STUDIES- IS-THESIS II VESTIBULAN DEVELPMT	Current

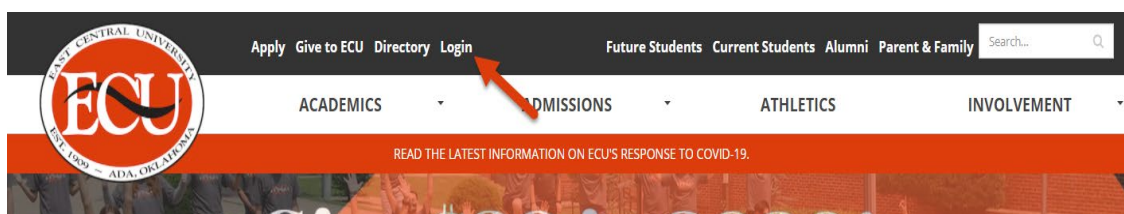
- Click the box labeled drop next to the course(s) to be dropped. Then at the bottom of the section click Drop Courses. The course(s) has been dropped.

Your Schedule (Registered)						
Drop	Swap	Title	Schedule	Location		Credits
<input type="checkbox"/>		BIOL 3654L-01 MEDICAL TERMINOLOGY	0:00 - 0:00 AM	WEB Campus Online Course	WEB	3.00
<input type="checkbox"/>		BIOL 3654L-01 HISTOLOGY	MWF 11:00 - 11:50 AM	MAIN Campus Phys and Env Sci Bldg	166	4.00
<input type="checkbox"/>		BIOL 3654L-01 HISTOLOGY LAB	R 12:00 - 1:50 PM	MAIN Campus Phys and Env Sci Bldg	125	0.00
<input type="checkbox"/>	<input checked="" type="radio"/>	CHEM 4114-01 ORGANIC CHEMISTRY II	MWF 8:00 - 8:50 AM	MAIN Campus Phys and Env Sci Bldg	240	4.00
<input type="checkbox"/>	<input checked="" type="radio"/>	CHEM 4114L-01 ORGANIC CHEMISTRY II LAB	R 8:00 - 10:50 AM	MAIN Campus Phys and Env Sci Bldg	211	0.00

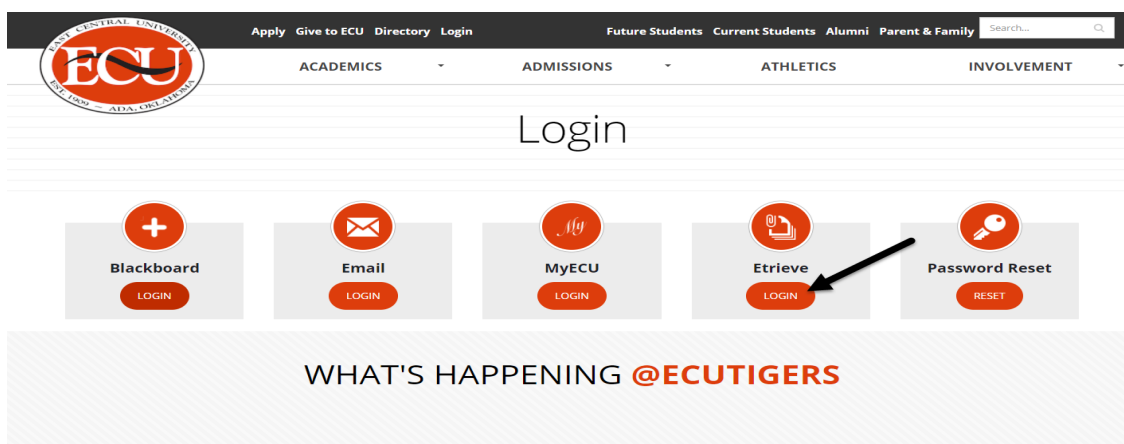
How to drop a class after the last day to drop/add date:

You may fill out a Drop Form through Etrieve, if you follow these steps:

1. To begin click on Login at the top of the [ECU website](#).



2. Select [Etrieve](#).



3. Login into your [Etrieve](#) portal by using your User Name and Password.

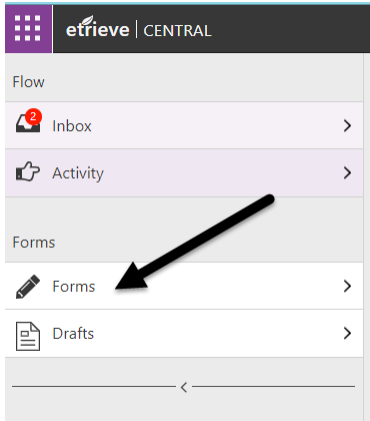
- a. Requires username@email.ecok.edu to be entered in the Username field for successful login.

East Central University

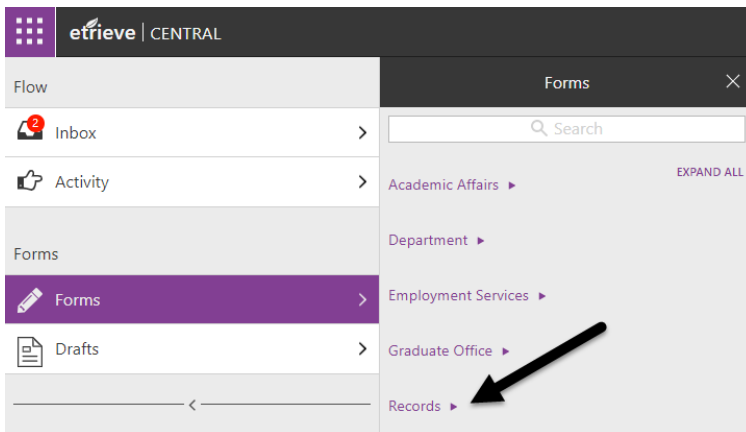
Sign in with your organizational account

Sign in

4. Select Forms from the menu on the left side.



5. Under Forms, click Records. This will expand the list of forms.



- a. If you are dropping all the course for the semester, fill out the REG Withdrawal Form.
 - b. If you are dropping one course and staying in other courses, fill out the REG Drop Form.
6. Once you submit the form the Office of Admissions and Records will process your request.