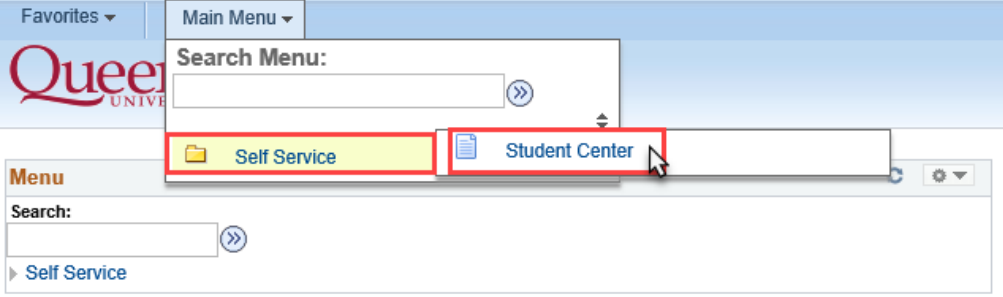
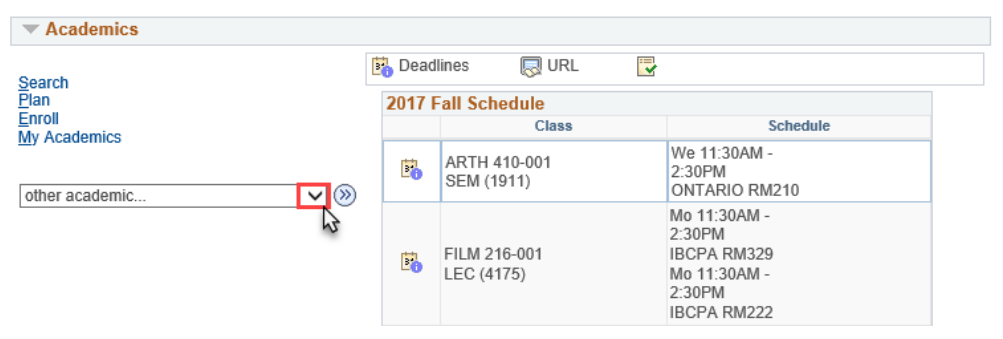
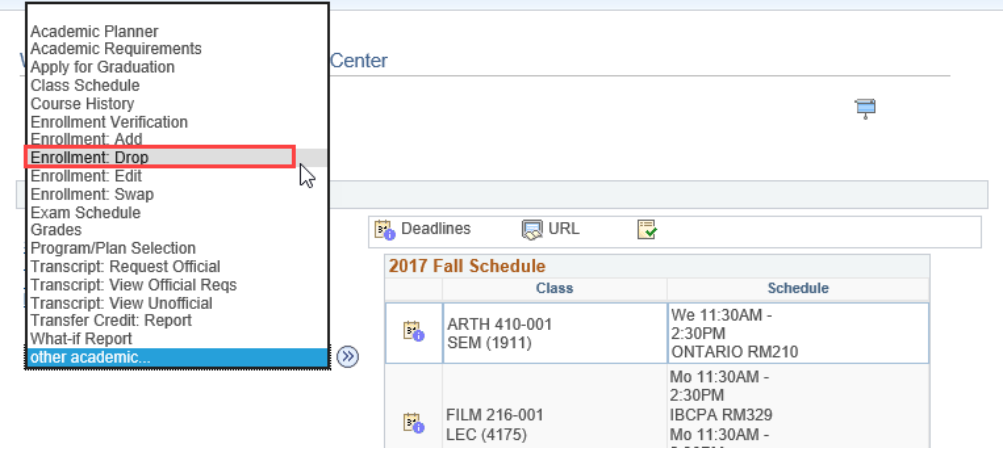
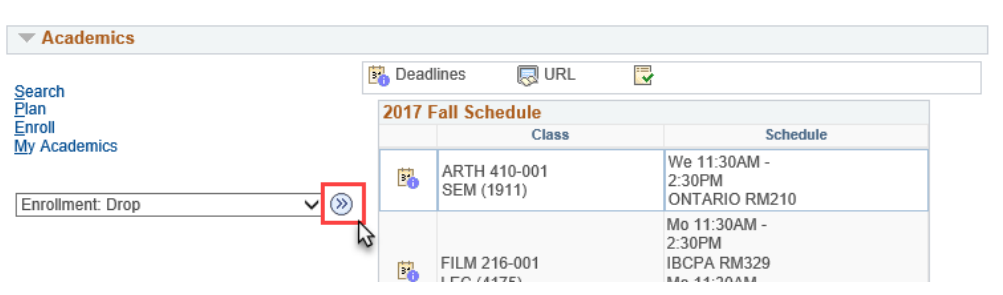
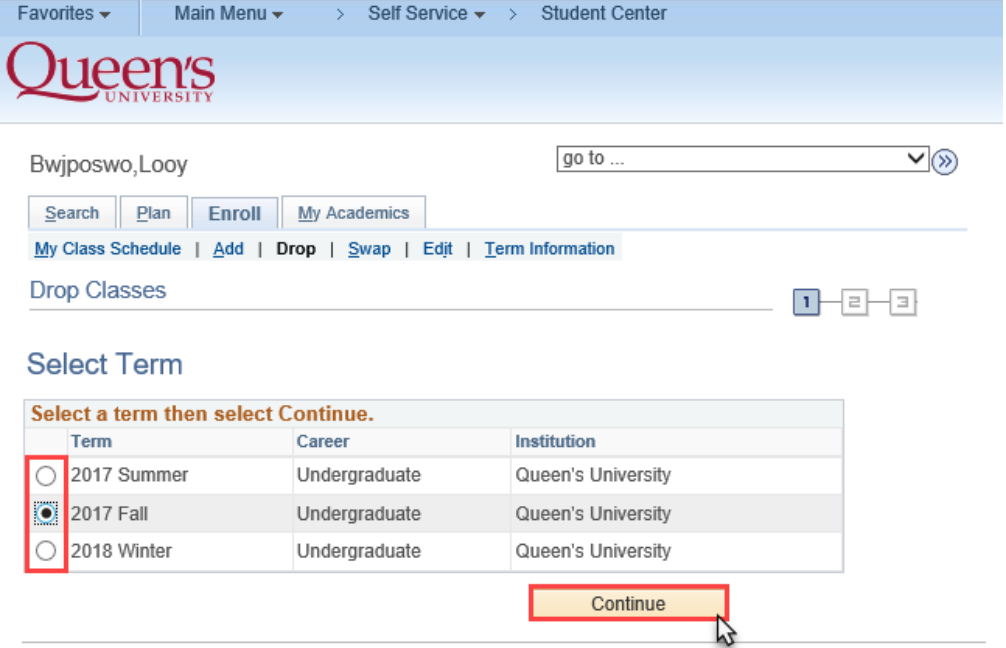
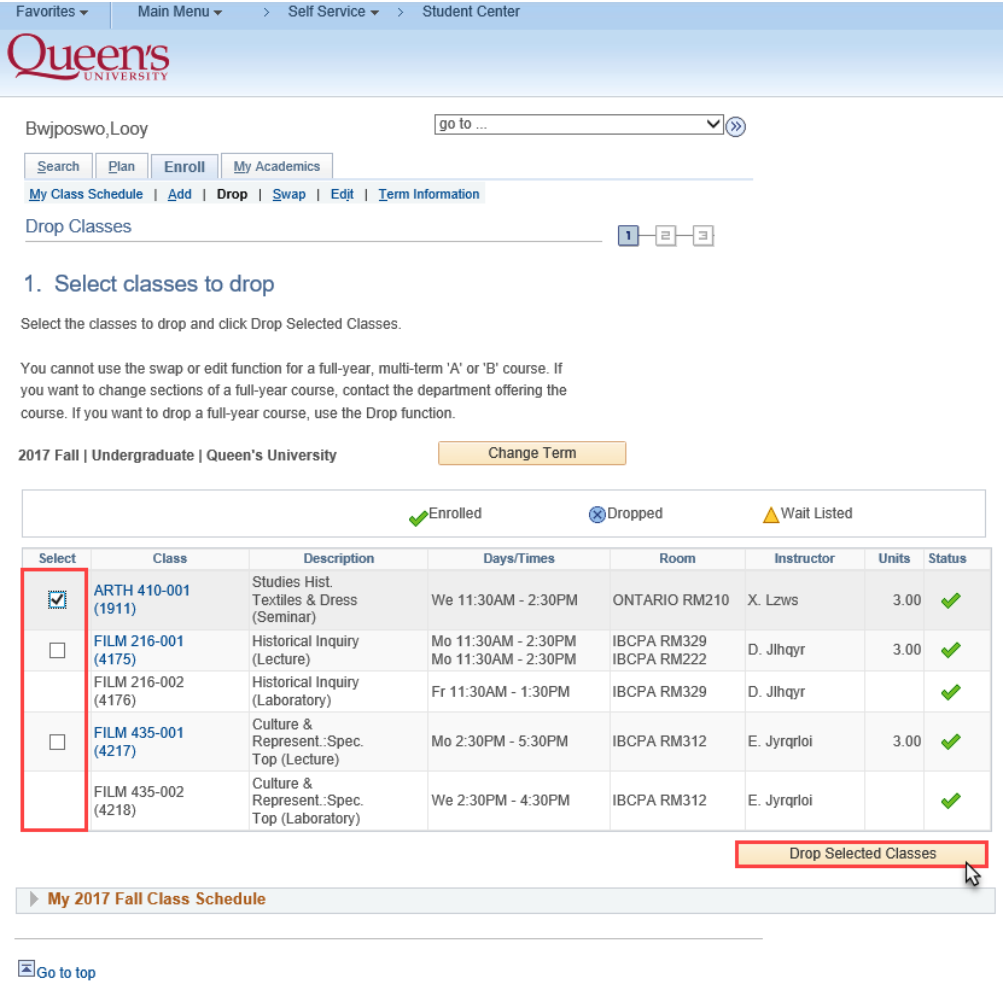
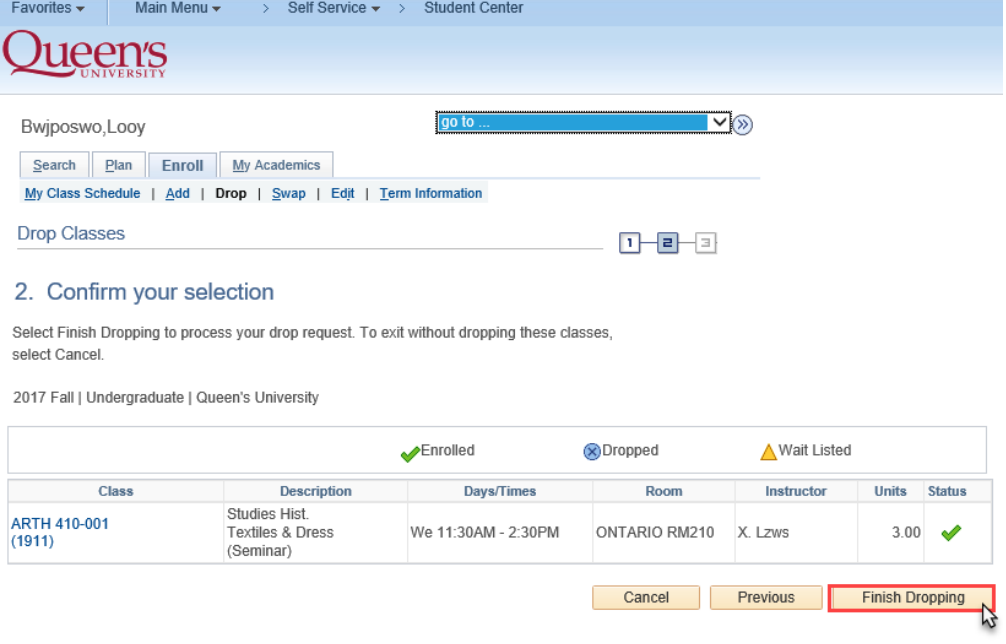
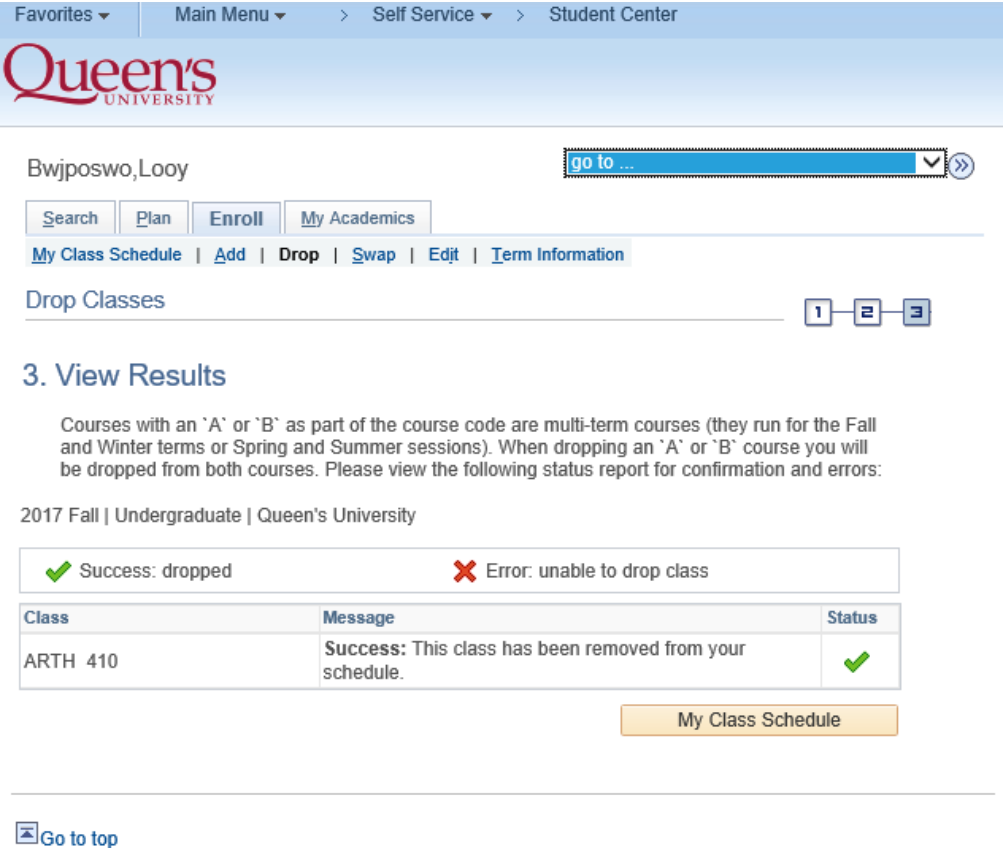


ACADEMICS – Dropping Courses in SOLUS

Processing Steps	Screenshots
<p>Step 1:</p> <p>Access the main page of SOLUS via the following navigation:</p> <p>Main Menu > Self Service > Student Center</p>	
<p>Step 2:</p> <p>Click on the other academic... drop-down list box to access the list.</p>	
<p>Step 3:</p> <p>Select Enrollment: Drop.</p>	
<p>Step 4:</p> <p>Click the Go button.</p>	

Processing Steps	Screenshots																																																
<p>Step 5:</p> <ol style="list-style-type: none"> 1. Select the Term that you will be dropping the class(es) for. 2. Click the Continue button. 	 <p> Favorites > Main Menu > Self Service > Student Center </p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy <input type="text" value="go to ..."/></p> <p> Search Plan Enroll My Academics </p> <p> My Class Schedule Add Drop Swap Edit Term Information </p> <p>Drop Classes 1</p> <p>Select Term</p> <p>Select a term then select Continue.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> 2017 Summer</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> <tr> <td><input checked="" type="radio"/> 2017 Fall</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> <tr> <td><input type="radio"/> 2018 Winter</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> </tbody> </table> <p>Continue</p>	Term	Career	Institution	<input type="radio"/> 2017 Summer	Undergraduate	Queen's University	<input checked="" type="radio"/> 2017 Fall	Undergraduate	Queen's University	<input type="radio"/> 2018 Winter	Undergraduate	Queen's University																																				
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<p>Step 6:</p> <ol style="list-style-type: none"> 1. Select the checkbox, in the Select column, beside the class(es) that you are dropping. 2. Click the Drop Selected Classes button. 	 <p> Favorites > Main Menu > Self Service > Student Center </p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo,Looy <input type="text" value="go to ..."/></p> <p> Search Plan Enroll My Academics </p> <p> My Class Schedule Add Drop Swap Edit Term Information </p> <p>Drop Classes 1</p> <p>1. Select classes to drop</p> <p>Select the classes to drop and click Drop Selected Classes.</p> <p>You cannot use the swap or edit function for a full-year, multi-term 'A' or 'B' course. If you want to change sections of a full-year course, contact the department offering the course. If you want to drop a full-year course, use the Drop function.</p> <p>2017 Fall Undergraduate Queen's University Change Term</p> <p> <input checked="" type="checkbox"/> Enrolled <input checked="" type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed </p> <table border="1"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ARTH 410-001 (1911)</td> <td>Studies Hist. Textiles & Dress (Seminar)</td> <td>We 11:30AM - 2:30PM</td> <td>ONTARIO RM210</td> <td>X. Lzws</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FILM 216-001 (4175)</td> <td>Historical Inquiry (Lecture)</td> <td>Mo 11:30AM - 2:30PM Mo 11:30AM - 2:30PM</td> <td>IBCPA RM329 IBCPA RM222</td> <td>D. Jlhqyr</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FILM 216-002 (4176)</td> <td>Historical Inquiry (Laboratory)</td> <td>Fr 11:30AM - 1:30PM</td> <td>IBCPA RM329</td> <td>D. Jlhqyr</td> <td></td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FILM 435-001 (4217)</td> <td>Culture & Represent.:Spec. Top (Lecture)</td> <td>Mo 2:30PM - 5:30PM</td> <td>IBCPA RM312</td> <td>E. Jyrqroi</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FILM 435-002 (4218)</td> <td>Culture & Represent.:Spec. Top (Laboratory)</td> <td>We 2:30PM - 4:30PM</td> <td>IBCPA RM312</td> <td>E. Jyrqroi</td> <td></td> <td>✓</td> </tr> </tbody> </table> <p>Drop Selected Classes</p> <p>► My 2017 Fall Class Schedule</p> <p>Go to top</p>	Select	Class	Description	Days/Times	Room	Instructor	Units	Status	<input checked="" type="checkbox"/>	ARTH 410-001 (1911)	Studies Hist. Textiles & Dress (Seminar)	We 11:30AM - 2:30PM	ONTARIO RM210	X. Lzws	3.00	✓	<input type="checkbox"/>	FILM 216-001 (4175)	Historical Inquiry (Lecture)	Mo 11:30AM - 2:30PM Mo 11:30AM - 2:30PM	IBCPA RM329 IBCPA RM222	D. Jlhqyr	3.00	✓	<input type="checkbox"/>	FILM 216-002 (4176)	Historical Inquiry (Laboratory)	Fr 11:30AM - 1:30PM	IBCPA RM329	D. Jlhqyr		✓	<input type="checkbox"/>	FILM 435-001 (4217)	Culture & Represent.:Spec. Top (Lecture)	Mo 2:30PM - 5:30PM	IBCPA RM312	E. Jyrqroi	3.00	✓	<input type="checkbox"/>	FILM 435-002 (4218)	Culture & Represent.:Spec. Top (Laboratory)	We 2:30PM - 4:30PM	IBCPA RM312	E. Jyrqroi		✓
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Processing Steps	Screenshots														
<p>Step 7:</p> <ol style="list-style-type: none"> 1. Confirm that you selected the correct course(s) that you want to drop. 2. When you are ready to proceed, click the Finish Dropping button. 	 <p>2. Confirm your selection</p> <p>Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.</p> <p>2017 Fall Undergraduate Queen's University</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ARTH 410-001 (1911)</td> <td>Studies Hist. Textiles & Dress (Seminar)</td> <td>We 11:30AM - 2:30PM</td> <td>ONTARIO RM210</td> <td>X. Lzws</td> <td>3.00</td> <td>✓</td> </tr> </tbody> </table> <p>Buttons: Cancel, Previous, Finish Dropping</p>	Class	Description	Days/Times	Room	Instructor	Units	Status	ARTH 410-001 (1911)	Studies Hist. Textiles & Dress (Seminar)	We 11:30AM - 2:30PM	ONTARIO RM210	X. Lzws	3.00	✓
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<p>Step 8:</p> <p>If there are no errors, the class(es) will be removed from your schedule.</p>	 <p>3. View Results</p> <p>Courses with an 'A' or 'B' as part of the course code are multi-term courses (they run for the Fall and Winter terms or Spring and Summer sessions). When dropping an 'A' or 'B' course you will be dropped from both courses. Please view the following status report for confirmation and errors:</p> <p>2017 Fall Undergraduate Queen's University</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ARTH 410</td> <td>Success: This class has been removed from your schedule.</td> <td>✓</td> </tr> </tbody> </table> <p>Buttons: My Class Schedule</p> <p>Go to top</p>	Class	Message	Status	ARTH 410	Success: This class has been removed from your schedule.	✓								
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