

Drop a Class from your Schedule using CAESAR

- Step 1** Navigate to the CAESAR homepage at: <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Student Center** appears.
- Step 2** To **Drop** a class from your schedule *click* on the **Enroll** link from the **Student Center**. The **Add Classes–Select Term** page appears.
- Step 3** *Press* the **drop** link. The **Drop Classes–Select Term** page appears.
- Step 4** Select the term and *press* the **Continue** button. The **Drop Classes–Select classes to drop** page appears.

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Drop Classes 1

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2007 Fall | Undergraduate | Northwestern University

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ANTHRO 306-0-20 (15022)	Life Histories (Lecture)	TuTh 12:30PM - 1:50PM	Anthropology 104	C. Kuzawa	1.00	✓
<input type="checkbox"/>	ENGLISH 106-1-07 (15487)	Writ Spec Contxt (Lecture)	TBA	TBA	Staff	0.50	✓
<input type="checkbox"/>	ENGLISH 205-0-21 (12826)	Intermed Comp (Lecture)	MWF 11:00AM - 11:50AM	University Library 3670	E. Wright	1.00	✓
<input type="checkbox"/>	THEATRE 365-2-20 (12144)	American Theatre & Drama (Lecture)	TuTh 2:00PM - 3:20PM	Frances Searle Building 2407	R. Shaw	1.00	✓

DROP SELECTED CLASSES

My 2007 Fall Class Schedule

Step 5 Select the classes you wish to drop and *press* the **DROP SELECTED CLASSES** button. The **Drop Classes–Confirm your selection** page appears

Step 6 Review the page to confirm the course(s) you wish to drop. *Press* the **FINISH DROPPING** button to complete the drop transaction or *press* the **CANCEL** button to exit without dropping your class(es). If the action is successful, CAESAR will display **Success** in the Message field. If the drop is unsuccessful, the **Errors** will be displayed in the Message field. *Press* the **MY CLASS SCHEDULE** button to review your new schedule.

✓ Success: dropped ✗ Error: unable to drop class

Class	Message	Status
ANTHRO 306-0(15022)	Success: This class has been removed from your schedule.	✓
ENGLISH 106-1(15487)	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

- It is important to check and update your telephone, address and emergency contact information. Please access that information at the appropriate link under Personal Portfolio and follow the instructions provided.
- To ensure account security, *click* **Sign out** on the top right of the **CAESAR banner** to close your session when you have completed your registration, and then quit your browser. **For more information about using these and other CAESAR functions, please see the online help available from <http://www.northwestern.edu/caesar/help/>.** If you need further assistance, please contact the IT Information Center helpdesk located at 1800 Sherman Avenue at 847-491-HELP or caesar@northwestern.edu.