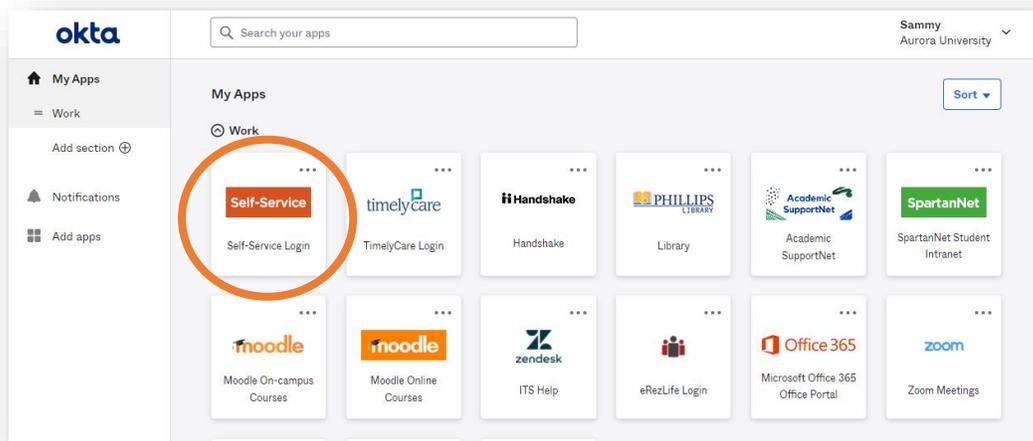
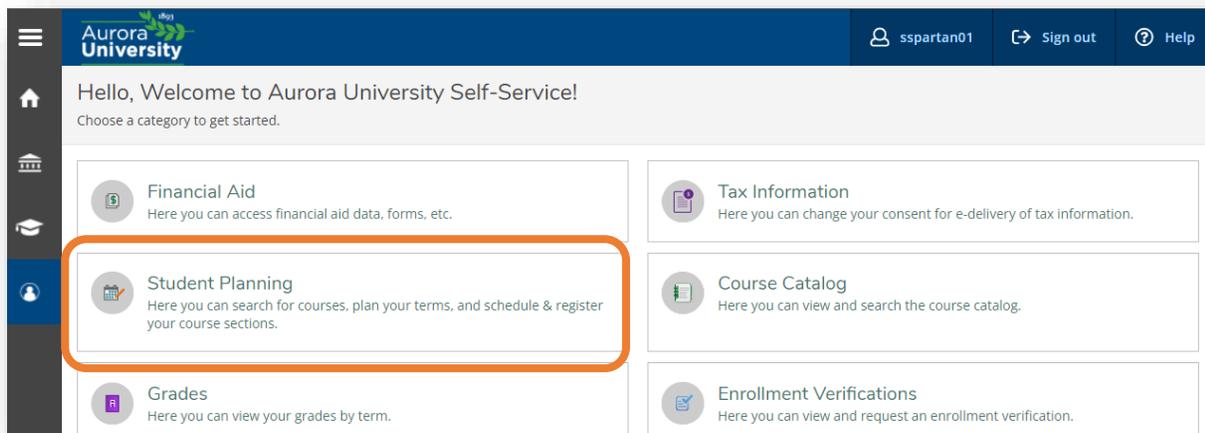


Withdrawing from Course Sections in Student Planning

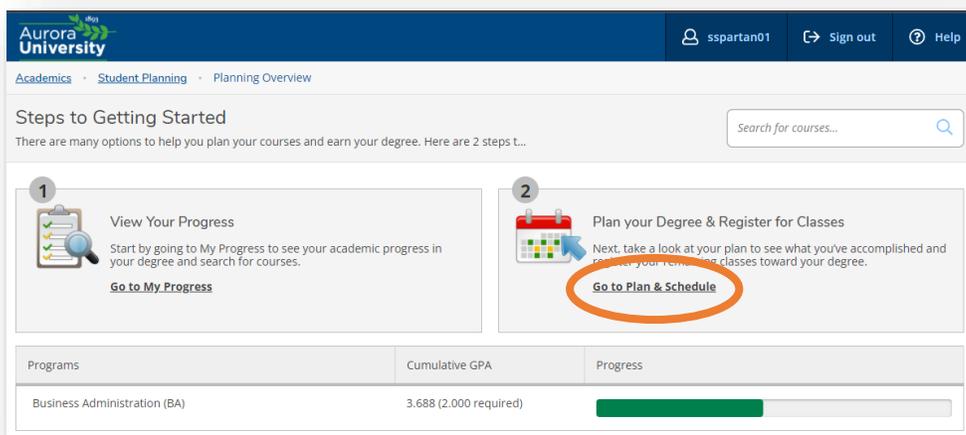
STEP 1: After logging into your **Okta dashboard** at aurorauniversity.okta.com, click on the **Self-Service** application.



STEP 2: You will see a **Self-Service dashboard** with commonly used sites. Click on **Student Planning**.

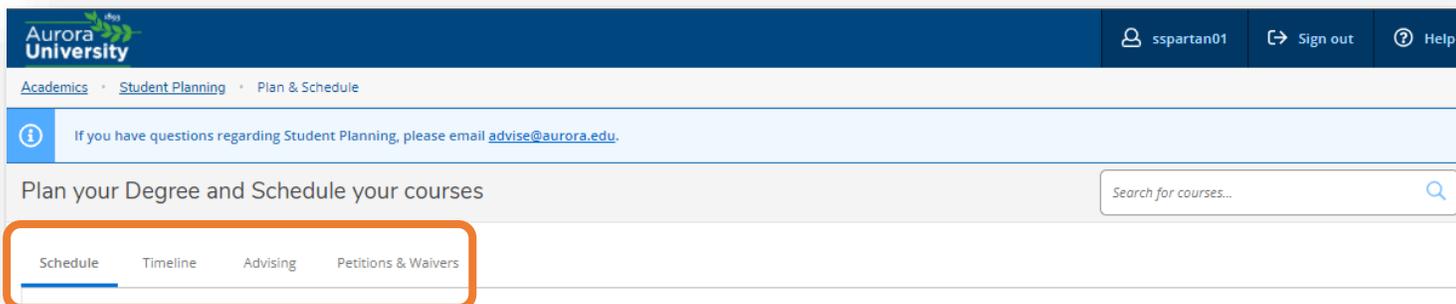


STEP 3: The **Student Planning homepage** allows you to (1) View Your Progress (formerly Academic Evaluation in WebAdvisor), (2) Plan Your Degree & Register for Classes, view overall progress toward your degree, and visualize your current schedule. Begin by clicking on **Go to Plan & Schedule** under **Plan your Degree & Register for Classes**.



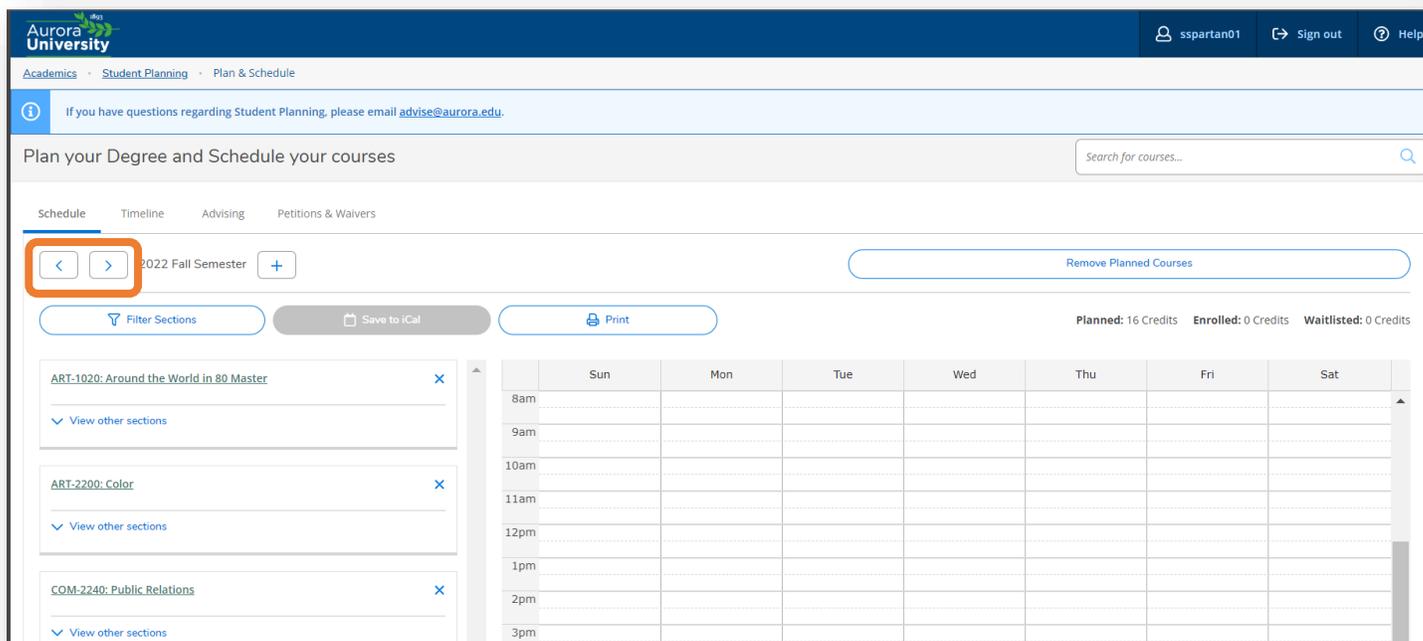
Withdrawing from Course Sections in Student Planning

STEP 4: This will display your personalized **Plan your Degree and Schedule your courses** page. There are four headings at the top of the page – **Schedule, Timeline, Advising, and Petitions & Waivers.**



The screenshot shows the Aurora University Student Planning interface. At the top, there is a navigation bar with the Aurora University logo, a user profile 'sspartan01', and links for 'Sign out' and 'Help'. Below the navigation bar, there is a breadcrumb trail: 'Academics > Student Planning > Plan & Schedule'. A blue banner contains an information icon and the text: 'If you have questions regarding Student Planning, please email advise@aurora.edu.' Below this, the main heading is 'Plan your Degree and Schedule your courses' with a search box on the right. At the bottom, there are four tabs: 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is highlighted with an orange box.

STEP 5: The **Schedule** tab shows your current registrations and planned course sections. Use the arrows next to the term to navigate to the current term.

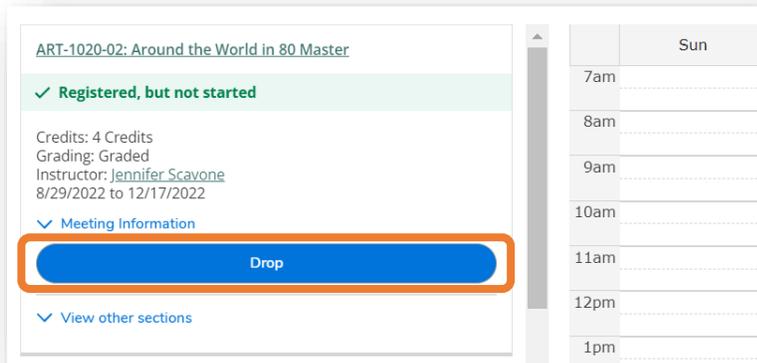


The screenshot shows the Aurora University Student Planning interface with the 'Schedule' tab selected. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The main heading is 'Plan your Degree and Schedule your courses'. Below the heading, there are four tabs: 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is highlighted. Below the tabs, there is a term selector showing '2022 Fall Semester' with left and right navigation arrows highlighted by an orange box. To the right of the term selector is a 'Remove Planned Courses' button. Below the term selector, there are three buttons: 'Filter Sections', 'Save to iCal', and 'Print'. To the right of these buttons, there is a summary: 'Planned: 16 Credits Enrolled: 0 Credits Waitlisted: 0 Credits'. Below this, there is a course list on the left and a calendar grid on the right. The course list includes 'ART-1020: Around the World in 80 Master', 'ART-2200: Color', and 'COM-2240: Public Relations'. The calendar grid shows days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and times (8am, 9am, 10am, 11am, 12pm, 1pm, 2pm, 3pm).

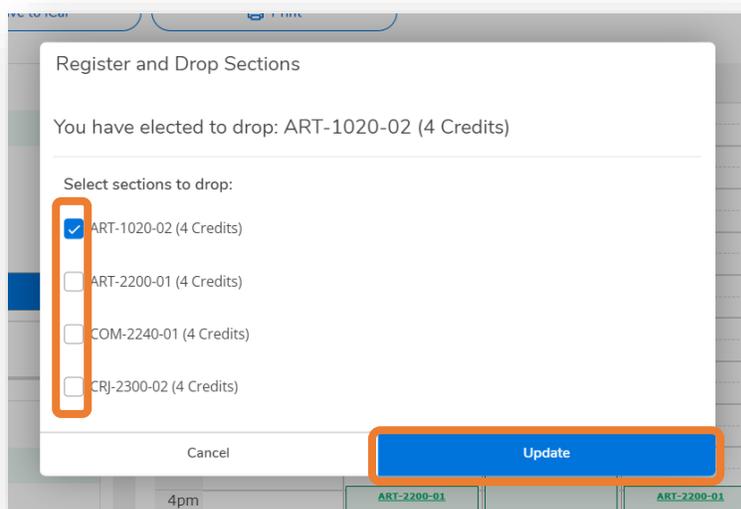
TIP: Module (3-, 5-, 8-, or 10-week) classes will show up as separate terms. Be sure to watch for any alerts on the left menu regarding prerequisite courses or time conflicts.

Withdrawing from Course Sections in Student Planning

STEP 6: To **drop** any courses, click the **Drop** button next to the course in the left menu on the **Schedule** tab.



STEP 7: This will display a list of courses available to drop. **Select** the courses you want to drop and click **Update**.



STEP 8: Any classes you drop will revert to **Planned** on the **Schedule** tab.

