Northeastern University
Office of the University Registrar
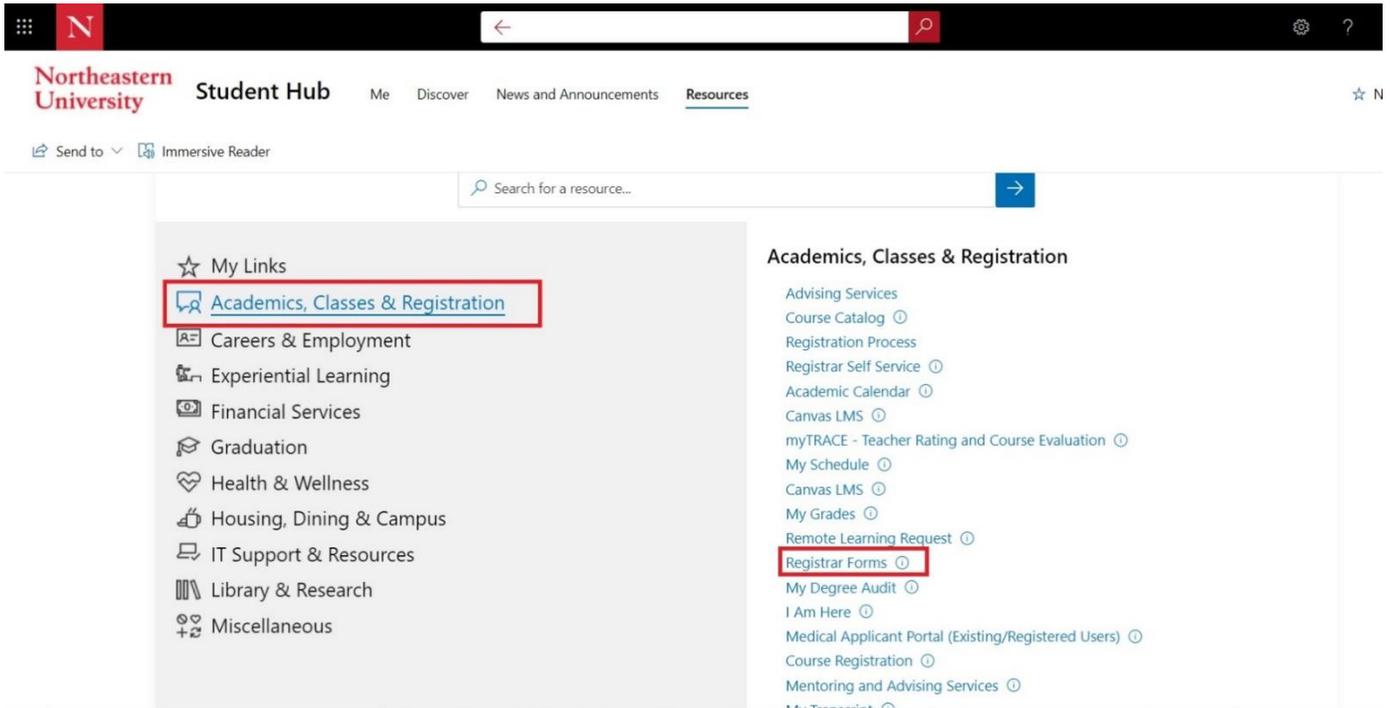
**Course Drop Requests
Through Student Hub**

Please note these instructions for dropping a course are specifically for Law Students

Before Submitting a Course Drop Request

- Contact the Office of Academic & Students Affairs (ASA), located in 2022 Knowles Hall or through lawstudentaffairs@northeastern.edu to discuss your intention to drop the class(es) and the potential consequences this could have on your degree completion timeline/progress or student status.

- International students should also contact ASA as well as the Office of Global Services (OGS) before requesting to drop a class to discuss compliance. OGS is located in 354 Richards Hall.

Submitting a Course Drop Request via the Student Hub

1. Log into the Student Hub and select the Resources tab > Academics, Classes & Registration > Registrar Forms

2.   This will take you to your Student Forms homepage. Select **Course Drop Request** from the **Create New** drop-down menu and then click the **Go** button.

3.   Carefully read all of the acknowledgement statements and then check the checkbox at the bottom of the page. Click the **I Agree** button to continue.
   - Clicking the **Cancel** button will return you to your Student Forms homepage.

4.   In the **Student Information** box:
   - Enter your phone number in the **Current Phone Number** box.
   - Select an **Effective Term** from the drop-down menu.

o Once you select an effective term, the **Course Information** box will populate with your current schedule for that term.

Northeastern University
Course Drop Form
Hannah

Exit Form Print Form

Student Information

Name:	Hannah	Student Level:	Undergraduate
NUID:		College:	College of Arts, Media and Design
Student Email:	husky.neu.edu@example.com	Program:	BS Music-Music Industry
Current Phone Number:*			

Effective Term:* Fall 2018 Semester ▼

NOTE: Fields with an asterisk(*) are required to submit this form.

Course Information

Please select the course(s) you wish to drop from the Course Information table below.

Select	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status
☐	10715	COMM	4650	01	Digital Editing for TV	Sam	Active
☐	11700	COMM	2350	01	Producing for the Entertainment Industry	William	Active
☐	15837	MUSC	1917	01	Jazz Choir and Combo	Tisha	Active
☐	17735	MUSC	1131	01	Music of Latin America & Carib	Mark	Active
☐	18023	MUSC	2320	01	40K Years of Music Technology	Deirdre	Active

5. Check the box next to each course that you are requesting to drop.
- After you check a box, the course will appear in the **Course(s) to Drop** section below. You can add an optional note in the **Drop Reason** field for each class.
- Please note, only the checked courses will be dropped. It is your responsibility to ensure all appropriate classes (co-requisites, labs, etc.) are selected before submission.

Course Information

Please select the course(s) you wish to drop from the Course Information table below.

Select	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status
☑	10715	COMM	4650	01	Digital Editing for TV	Sam Lotuff III	Active
☐	11700	COMM	2350	01	Producing for the Entertainment Industry	William Lancaster	Active
☐	15837	MUSC	1917	01	Jazz Choir and Combo	Tisha Stadnicki	Active
☑	17735	MUSC	1131	01	Music of Latin America & Carib	Mark Lomanno	Active
☐	18023	MUSC	2320	01	40K Years of Music Technology	Deirdre Loughridge	Active

Course(s) to Drop

The list below contains the course(s) that you have selected to be submitted for approval to drop from your schedule. If there is an additional course to drop that is not listed above, enter the CRN of the course in the CRN box of the empty line and click "Add Course".

Delete	CRN	Subject	Course Number	Section	Title	Primary Instructor	Enrollment Status	Drop Reason
❌	10715	COMM	4650	01	Digital Editing for TV	Sam Lotuff III	Active	Enter Drop Reason
❌	17735	MUSC	1131	01	Music of Latin America & Carib	Mark Lomanno	Active	Enter Drop Reason

Enter the CRN
[ ] **Add Course**

If a requested course to drop has a required co-requisite and the required co-requisite is being retained, students must receive a co-requisite override from the appropriate office.

Submit Cancel

- If you change your mind and want to remove one of the courses from the **Course(s) to Drop** section, click the **X** symbol in the **Delete** column to the left of the course and it will be removed.
- The course drop request form is 24 hours behind the registration system. If you have recently registered for a course and it is not showing up in the **Course Information** section be dropped

from your schedule, type the CRN of the course into the **Enter the CRN** box and click the **Add Course** button. If a valid CRN was provided, the course will be added to the **Course(s) to Drop** section.

6.   When you are ready to submit your request, click the **Submit** button. You will then see a pop-up window asking for your confirmation that you want to submit this request:

7.   If you click the **Yes** button, your request will be submitted. If you click the **No** button, you will be returned to the Course Drop request page.

8.   After you submit the request for approval, you will be returned to your Student Forms home page, where you can view the statuses of your requests:

9.   Once your request is submitted, the request will be routed directly to University Registrar's Office. They will review the request and will reach out to you with any concerns.

10.   You will receive a confirmation e-mail from the Office of the Registrar once the request has been reviewed and processed. You will also receive a notification email if your request is rejected by your advisor or by the Office of the Registrar. Please check your junk mail and spam folders frequently to ensure that you receive these emails.

11.   If you have any questions or concerns, please email Registrar@northeastern.edu.