



Course Registration: Add or Drop a Class

Explanation of Add/Drop

Adding or dropping a class happens during the normal registration period for a given semester. Once the semester starts, there is a period of time at the beginning of the term called “Add/Drop Week.” The last day of “Add/Drop Week” is the last opportunity for a student to drop a class and to receive a 100% percent refund. After the last published date for “Add/Drop Week,” the “drop” option is no longer available, and removing a course from your schedule becomes a “withdrawal.” A class drop and withdrawal are no the same. Please be sure to confirm the [Important Dates](https://www.athens.edu/admissions/tuition/important-dates/)¹ for every term.

1 <https://www.athens.edu/admissions/tuition/important-dates/>

2 <https://helpdesk.athens.edu/hc/en-us/sections/1500002834461-myAthens-Self-Service>

Where to Go

1. Log in to the “myAthens Portal” at <http://www.athens.edu>
2. Select “MyAthens Self Service” from the menu
3. From your “Student Profile” click “Registration and Planning”
4. Click “Register for Classes”

To Add a Class

- Select the correct term
- Search for your course(s)
- Click “Add”
- You will see the “Schedule” and “Summary” sections open and the class you added will be “Pending” in the “Summary” section
- You must click “Submit” to complete the registration process, when complete you will see the course now says “Registered”
- [How-to Videos](#)²

To Drop a Class

- Select the correct term
- Under “Summary” you will see the current class(es) you are registered for
- For the class you seek to drop, select “Web Drop”
- You must click “Submit” to complete the process, when complete you will see the course shown grayed out and it says “Deleted”
- [How-to Videos](#)³

3 <https://helpdesk.athens.edu/hc/en-us/sections/1500002834461-myAthens-Self-Service>



Utilize the Student Success Center

The [Student Success Center](https://www.athens.edu/resources/student-services/successcenter/)⁴ is a central location to receive academic guidance, general support and degree advising.

⁴ <https://www.athens.edu/resources/student-services/successcenter/>