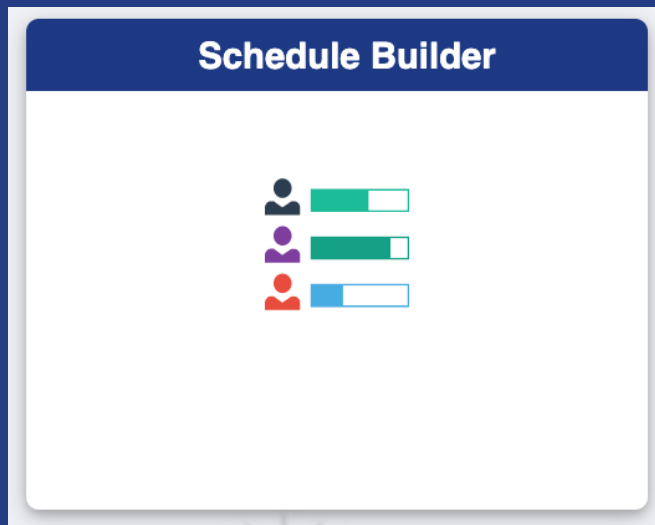
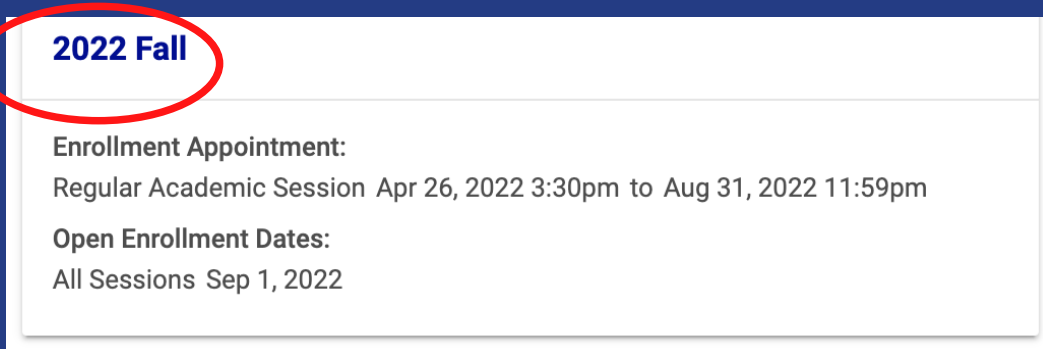


QUICK STEPS ON HOW TO DROP

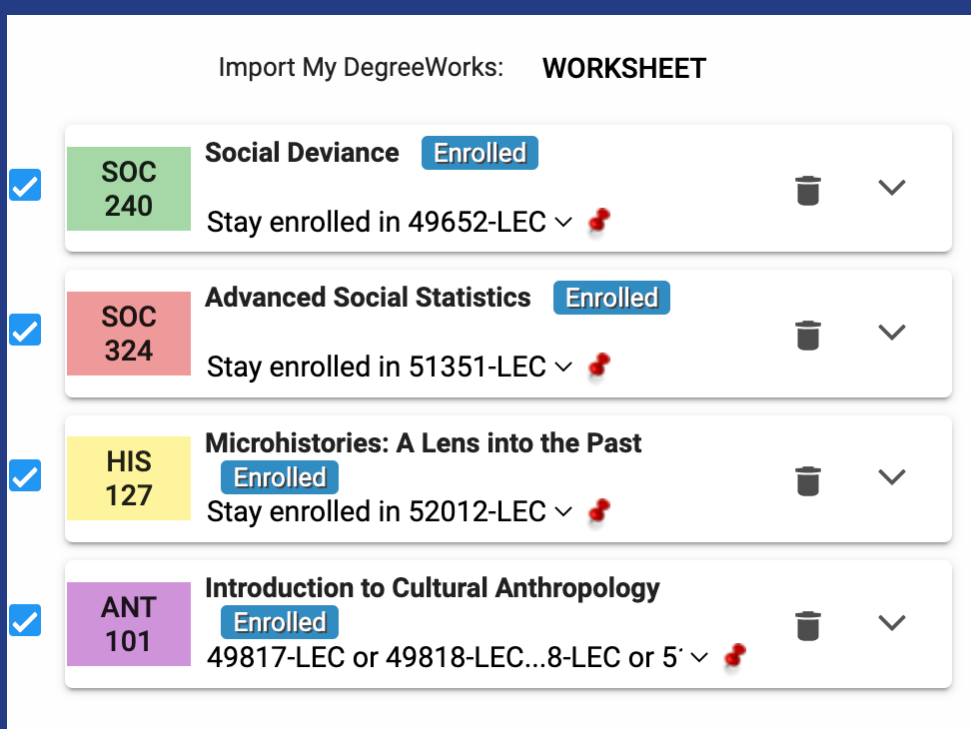
1. ACCESS CUNYFIRST.CUNY.EDU THROUGH **GOOGLE CHROME**
2. LOG IN USING YOUR CUNY USERNAME & PASSWORD
3. CLICK ON YOUR "STUDENT CENTER"
4. THEN, CLICK ON "SCHEDULE BUILDER"



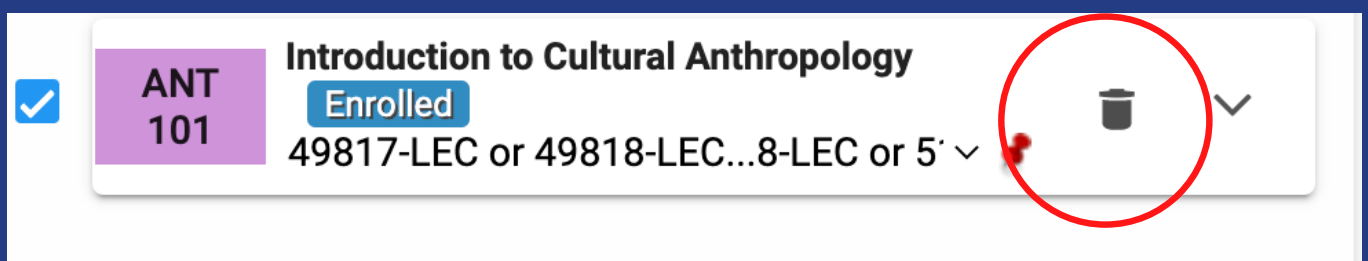
5. SELECT THE CORRECT TERM YOU WILL BE DROPPING THE COURSE UNDER



6. ON THE LEFT-HAND SIDE, YOU WILL SEE A LIST OF ALL YOUR ENROLLED COURSES



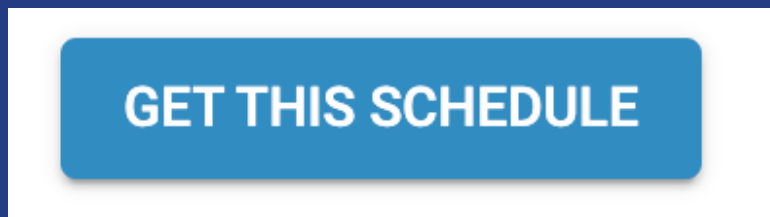
7. SELECT THE DESIRED LECTURE YOU WANT TO DROP AND CLICK THE TRASH CAN NEXT TO IT



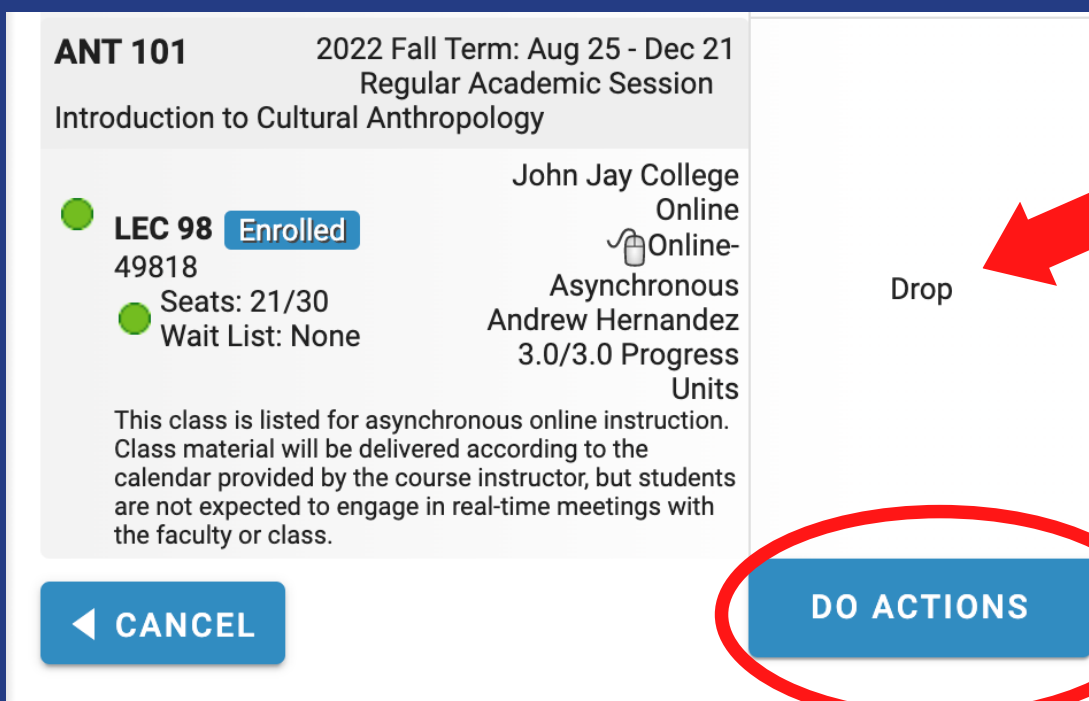
8. AFTER CLICKING THE TRASH CAN, THIS IS WHAT YOU SHOULD SEE NEXT TO THE COURSE



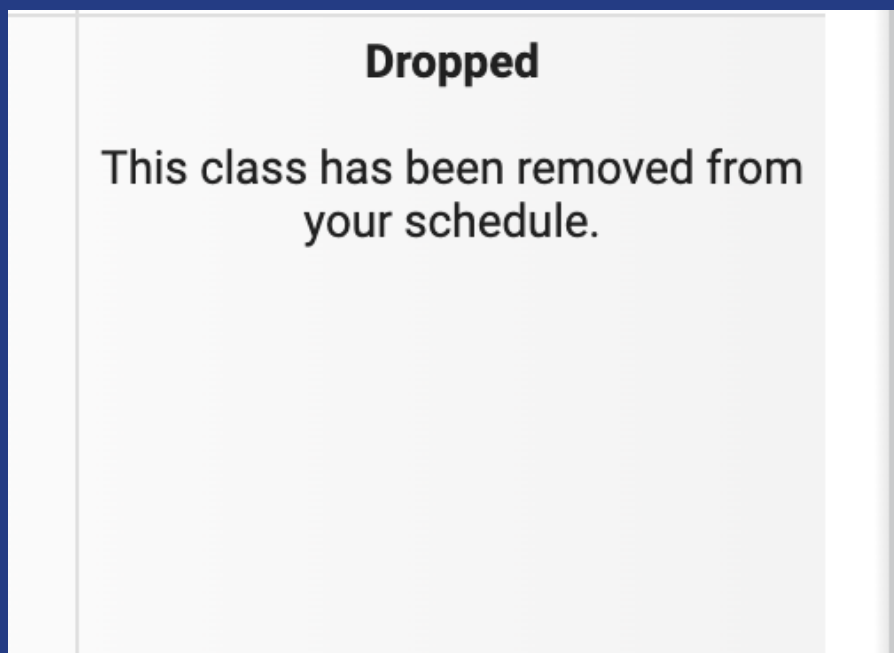
9. CLICK ON "GET THIS SCHEDULE" ON THE RIGHT-HAND SIDE



10. PROCEED TO "DO ACTIONS"



11. YOU SHOULD GET A "DROPPED" MESSAGE IF YOU SUCCESSFULLY DROPPED



Need HELP with CUNYFirst? Contact the DOIT Technology HelpDesk support line: 212.237.8200 Send an email: helpdesk@jjay.cuny.edu Visit the Helpdesk: New Building, L2.73.00 Mon - Sat 8am - 5pm

Academic Advisement Center
524 West 59th Street, NY, NY 10019
646.557.4816/4872
academicadvisement@jjay.cuny.edu
www.jjay.cuny.edu/academicadvisement