

How to Drop a Course through your Student Portal

1. Log in to Student Portal
2. Select appropriate **Term** (i.e Spring 2015, Fall 2015)

Student Portal Login

Note: Required fields are marked with an asterisk (*)

*Username:

*Password:

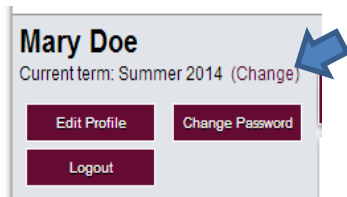
Term: Summer 2014

Login

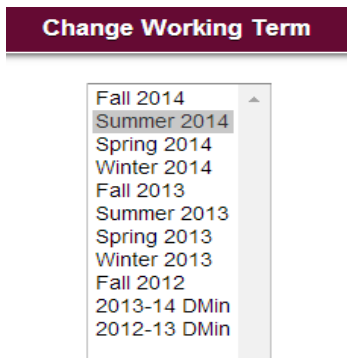
Forgot Password?
Contact your portal admin if you forgot your Username

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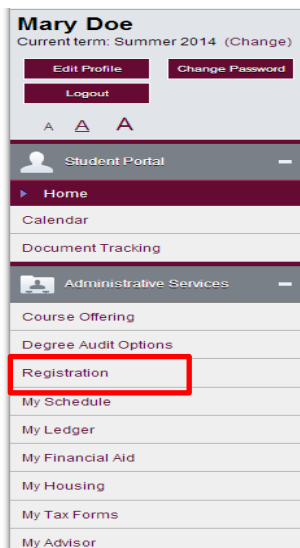
NOTE: If you did not select the correct **Term** at log in, you may still change the **Term** by clicking *Change* on the top left hand corner in the student portal.



The screen below will populate allowing you to change the **Term** selected.

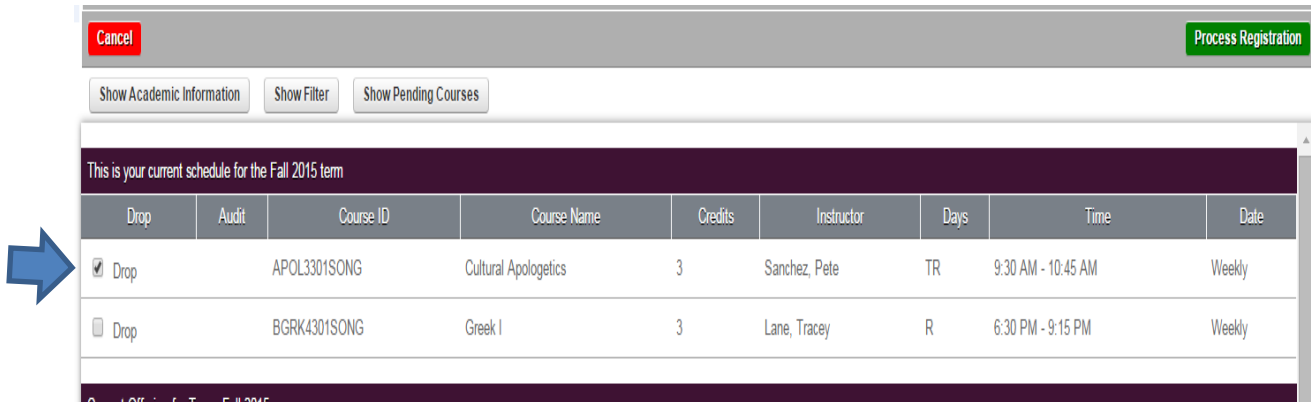


3. Click *Registration* (located in navigation pane on the left)



How to Drop a Course through your Student Portal

- Click on “Yes, I do so affirm” at the bottom of the page.
- The screen below will populate with the courses that you are registered for.
- Click on the “Drop” box for the course that you want to drop.



Cancel Process Registration

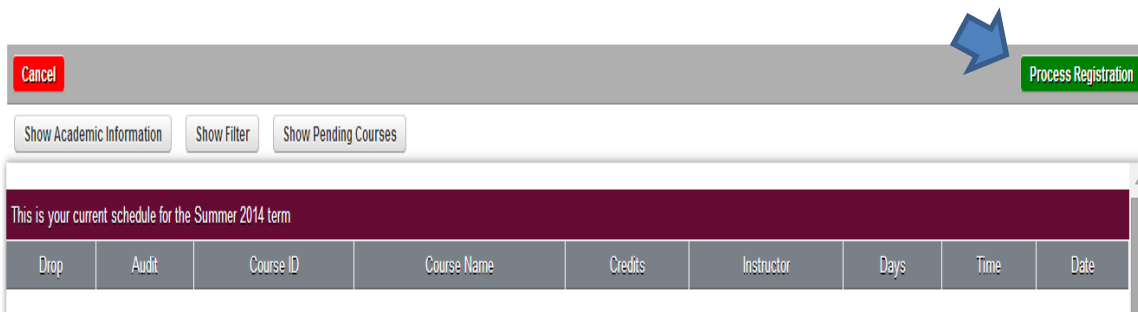
Show Academic Information Show Filter Show Pending Courses

This is your current schedule for the Fall 2015 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
<input checked="" type="checkbox"/>		APOL3301SONG	Cultural Apologetics	3	Sanchez, Pete	TR	9:30 AM - 10:45 AM	Weekly
<input type="checkbox"/>		BGRK4301SONG	Greek I	3	Lane, Tracey	R	6:30 PM - 9:15 PM	Weekly

Cancel Offerings for Term: Fall 2015

- You must Click **Process Registration**, (located in the top right corner) to Save and complete your selection.



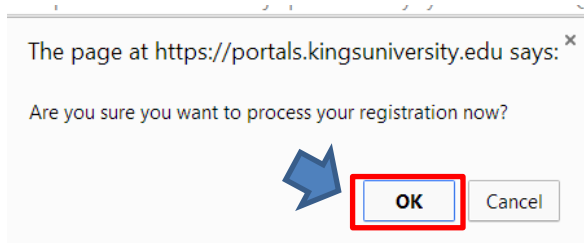
Cancel Process Registration

Show Academic Information Show Filter Show Pending Courses

This is your current schedule for the Summer 2014 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
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- A pop up will ask you to confirm that you want to process your registration. Click **OK**.



The page at <https://portals.kingsuniversity.edu> says: ×

Are you sure you want to process your registration now?

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9. The next screen will show the courses that you are still registered in. The course that you selected to drop will not show on this screen.

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Mary Doe
Current term: Fall 2015 (Change)

Unofficial Registration Checkout

Printer Friendly Version

Current Schedule for the Fall 2015 term

Course ID	Course Name	Instructor	Days	Time	Date
BGRK4301SONG	Greek I	Lane, Tracey	R	06:30 PM - 09:15 PM	8/24/2015 - 12/13/2015

Student Portal

10. Verify your schedule by clicking on “My Schedule” from the main menu.

Mary Doe
Current term: Fall 2015 (Change)

My Schedule

Show wait-listed classes?

Matrix Display

Start Time	Monday	Tuesday	Wednesday	Thursday	Friday
06:30 PM				Greek I	

Student Schedule

Dept	Crs. ID	Type	Section	Course Name	Instructor	Days	Room	Time	Date	Credits
BGRK	4301	SONG		Greek I	Lane, Tracey	R	-	06:30 PM - 09:15 PM	Weekly	3

Total Credits: 3

No waitlist courses were found

My Schedule

11. Process payment in **My Ledger** (link located in navigation pane on the left). Payment is processed in the Student Ledger either by credit card or electronic check.

Mary Doe
Current term: Fall 2015 (Change)

My Ledger / Pay Now