ACCESS

How to drop a course in Access?

1. With your browser, navigate to http://access.fit.edu

![Image of Access homepage]

2. Log in with your TRACKS Username and Password.

![Image of login page]

3. Click on the Registration Tools Icon in the Student Launch Pad.

![Image of Student Launch Pad]

4. In the new page click on the Add or Drop Classes link.
5. You will be taken to the **Register, Add/Drop Classes** page. Look for your **Current Schedule**. Each class has an **Action** drop-down menu. For the class you would like to drop, select **Web Drop – No Record** from the drop-down menu.

6. Click the **Submit Changes** button when finished. You have now dropped the class in question.
Add Classes Worksheet

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Submit Changes  Class Search  Reset

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