ACCESS

How to drop a course in Access?

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

2. Log in with your TRACKS Username and Password.

3. Click on the Registration Tools Icon in the 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.

![Current Schedule](image)

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