ACCESS

How to drop a course in Access?

1. With your browser, navigate to [http://access.fit.edu](http://access.fit.edu)

2. Log in with your TRACKS Username and Password.

   ![Login](image)

   Enter your TRACKS Username and Password

   **Username:**
   
   ![Username](image)

   **Password:**
   
   ![Password](image)

   ![checkbox](image)
   
   Warn me before logging me into other sites.

   [LOGIN] [clear]

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

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Jun 17, 2013</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Web Drop - No Record</td>
</tr>
<tr>
<td></td>
<td>Web Re-Registration</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 21.000  
Date: Jun 17, 2013 09:44 am

**Add Classes Worksheet**

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