Dropping a Course (Student Portal)

This will be your process for dropping a course after the Last Add/Drop of the semester. That day will be the Sunday after the first week of classes.

1) **Log into your student portal (portal.dts.edu)**

2) **In the Registration menu tab select My Class Schedule, then**
3) **Select the term for the class you want to drop (Fall 2022), and finally**
4) **Select the hyperlinked course code (example: "BE5101")**

5) On the next screen, select the red minus sign under Action to drop your class

It may take a moment for the class to disappear completely from your schedule, but rest assured the course has been dropped.

Contact the Business Office if you have any questions about refunded tuition.