How to Drop a Class in the DTS Student Portal

Link: https://portal.dts.edu/

Navigate to the new student portal using the link above. Click on the tile marked “Student Portal Homepage” on the far left. The system will prompt you to enter your login credentials, including your @dallasseminary.edu email address and DTS password.

Once you have logged in, the Student Portal home page displays on the next page. You can see your current registrations in the bottom right corner in the “Classes” box. In this example, we will drop BE5101.
On the left side menu, click “Registration.” to view the menu options.

Click “Register for Classes.”
This will navigate to the ‘Online Registration’ page. Input the corresponding registration term and verify the correct degree program is selected.

Once these fields are entered, the page will refresh. Scroll to the bottom of the page. Verify that the fields in the “Registration Status” box are correct, and then click the “Register” button to proceed with registration.
At this point, a new window will pop-up, presenting the Registration portal for the term you selected on the previous webpage.

In the Registration portal, the drop process is similar to the registration process. It consists of three steps – 1) Select, 2) View, and 3) Unregister.

Step 1: Select

Scroll to the bottom of the Registration portal to the “Selected Courses” box. Find the course you want to drop. In the “Action” column, click the minus icon next to the course code.
Step 2: View

Once you click the minus icon, the highlighted status of the course should change to read “Pending Drop.” Then you need to click the “Register/Drop” button.

Step 3: Unregister

At the bottom of the page, under “Selected Courses,” verify that the correct course appears that you intend to drop. Then select the “Unregister” button.
The “Successfully unregistered” alert confirms your class drop and may provide additional information.

You may now exit the pop-up window. Return to the Student Portal homepage and refresh the page. Verify your desired drop course is now gone from the “Classes” box in the bottom right corner. In this example, BE5101 was successfully dropped and is no longer showing in my “Classes” for Fall 2022.

You have now successfully dropped your class.
Additional Information:

If you are still unable to drop your class(es), email the Registrar’s Office (registrar@dts.edu) from your @dallasseminary.edu email account with the following information: (1) your student ID# (2) the registration term (3) course number, and (4) section code.

If you receive Financial Aid, be sure that you still meet all criteria following your course drop to receive that aid. Email the Financial Aid team (financialaid@dts.edu or 214-887-5087) with any questions you may have regarding your aid, or the Student Accounts team (stuacct@dts.edu or 214-887-5020) for questions regarding payment modifications.

If you have questions regarding your degree progress or elective selections, reach out to Academic Advising (advising@dts.edu or 214-887-5080) or email your Academic Advisor directly. We are here to serve you!