

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)

The screenshot displays the DTS Student Portal dashboard. On the left is a navigation menu with the following items: Campus Info, My Profile, My Degree Program, Registration, Account and Payment, Financial Aid, Student Life, and Graduation and Career. The main content area is divided into several sections:

- Programs of Study:** You currently have 2 Programs. List: PhD - English - Leveling (GPA: 0.00), PhD - English (GPA: 0.00).
- Financials:** Current Balance: \$0.00.
- Holds & Alerts:** You have 1 hold. You have 0 alerts. Link: View Holds & Alerts.
- Student Standing:** PhD - English - Leveling. Degree GPA: 0.00, Enrollment GPA: 0.00, Academic Standing: None, Financial Standing: None. Link: ».
- Advisors:** No advisors assigned.
- Classes:** 2022FA. PhD - English - Leveling. [ST5101](#) - Theological Method and Bibliology. Link: [View Schedule](#).
- Document Center:** No documents due.

- 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")

My Class Schedule

Your current class schedule is displayed below. Click on a class title below to view the details for each class.



[Class Schedule](#)

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

View by Term **2022 Fall**

[Export Schedule](#)

View by List [Week](#)

Showing 1 to 1 of 1 entries

Search

Course	Course Title	Section	Course Start/End Date	Cr	Schedule	Instructor	Secondary Instructors	LastDayToWithdraw	Status	Reason	Action
ST5101	Theological Method and Bibliology	DAL-A	8/29/2022 to 12/23/2022	3.00	Tu 7:45AM-10:25AM	Kreider, Glenn		12/23/2022			

Show **ALL** entries

Previous **1** Next

Showing 1 to 1 of 1 entries

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

Class Resources

Theological Method and Bibliology

This section will be recorded for online purposes.

Details

Showing 1 to 1 of 1 entries

Search

Course	Course Title	Term Start/End Date	LastDayToWithdraw	Status	Reason	Action
ST5101	Theological Method and Bibliology	8/29/2022 to 12/23/2022	12/23/2022			

Show **ALL** entries

Previous **1** Next

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Section: DAL-A

Campus DTS

Credits 3.00

Type Lecture

Instructor Kreider, Glenn

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.