ONESTOP
Find your answers.
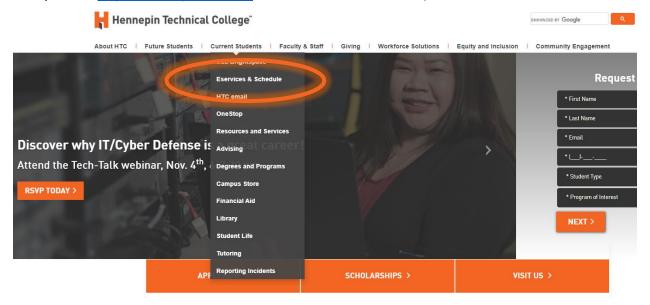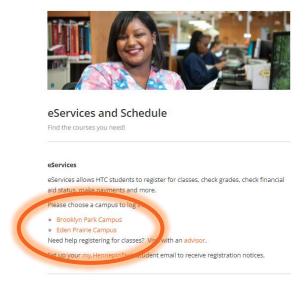
HOW TO Drop or Withdraw a Course

1) Go to https://hennepintech.edu and under **Current Students**, choose **eServices & Schedule**.
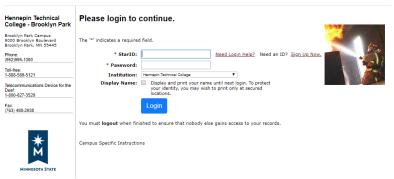

2) At the bottom of page, under **eServices**, click on **the campus you are attending**.

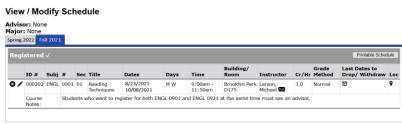3) Login with **StarID and StarID password** (*wx1234yz* – sample format).

4) Click on **Courses & Registration** in the left navigation pane. A drop-down list will appear.

Student e-services

Dashboard

Home

Account Management

Courses & Registration

    Search for a Course   **4**

    Review My Plan

    View/Modify Schedule   **5**

    Quick Add (Register)

    Registration Holds

    Registration Access Code

    Registration Window

    Registration Log

Academic Records

Financial Aid

Bills and Payment

5) Click on **View/Modify Schedule**. This is where you edit your course schedule. ***Please read Step 6 before moving forward.***

6) Before dropping a course, make sure you understand the repercussions of the action.

- If this action is completed during the first five (5) day of the semester, there will NOT be any academic or financial issues for doing this action. The course will not be recorded to your transcript and there will NOT be any issue with financial aid.
- If this action is done after the free add/drop period, there are possible issues:
  a) The action changes from Drop to a Withdraw, which means there will be a "W" on your transcript
  b) If you are receiving financial aid, this will likely cause it to recalculate and it is possible that there may be an amount that will be owed due to this action. For more information, please consult with the Financial Aid office before removing any courses.
  c) You may be put on Academic Warning or Academic Suspension depending on your academic status at the time of the change. Completion rate is affected with a withdraw but GPA is not affected. Anything that moves a student under 66.67% completion may change their academic status.

7) To find the drop date for a course, click on the name of the course (hyperlink) and it will expand the details of the course. Keep in mind that some courses that are short-term may have a different date range for add/drop/withdrawal. Please consult with a Student Success Advisor or OneStop Navigator if you have questions.

Half-Semester Course Drop Date Example

Add/Drop/Withdraw

Full refund is available until January 14, 2022, 11:59PM CST.
The last day to add this course is 3 business day(s) after January 11, 2022. The last day to drop this course is 3 business day(s) after January 11, 2022.
The last day to withdraw from this course is February 22, 2022.

Full-Semester Course Drop Date Example

Add/Drop/Withdraw

Full refund is available until January 14, 2022, 11:59PM CST.
The last day to add this course is January 14, 2022. The last day to drop this course is January 14, 2022.
The last day to withdraw from this course is April 25, 2022.

Late-start Course Drop Date Example

Add/Drop/Withdraw

Full refund is available until March 23, 2022, 11:59PM CST.
The last day to add this course is 0 business day(s) after March 22, 2022. The last day to drop this course is 1 business day(s) after March 22, 2022.
The last day to withdraw from this course is May 5, 2022.

8) To drop the course, **click on the black "x"** next to the pencil icon.

View / Modify Schedule

Advisor: None
Major: None

| Spring 2022 | Fall 2021 |

Registered ✓   Printable Schedule

ID	Subj	#	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc
⊘ ✎ 00029	ENGL	0901	01	Reading Techniques	8/23/2021- 10/08/2021	M W	9:00am - 11:50am	Brooklyn Park D175	Larson, Michael ✉	3.0	Normal	⏲	📍

Course Notes: Students who want to register for both ENGL 0901 and ENGL 0921 at the same time must see an advisor.

9) The next screen will prompt the student to enter the **StarID password** to accept any academic and financial obligations of this action.

View/Modify Schedule

Semester: Fall 2021

By verifying your password, you are accepting any financial obligations incurred as a result of this transaction.

If you are ~~...~~ ~~...~~ date you will get a grade of 'W'.

Enter your password: [   ] [Drop Course]

ID #	Subj	#	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc
000292	ENGL	0901	01	Reading Techniques	8/23/2021- 10/11/2021	M W	9:00am - 11:50am	Brooklyn Park D175	Larson, Michael ✉	3.0	Normal	⏲	📍

Course Notes: Students who want to register for both ENGL 0901 and ENGL 0921 at the same time must see an advisor.

10) You will see the message below with a successful drop of the course. When you return to View/Modify Schedule, you will not see the course listed at all.

Drop Course Results for Hennepin Technical College, Fall 2021

Credit Courses

ID	Subj	#	Sec	Title	Dates	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Loc
000292	ENGL	0901	01	Reading Techniques	08/23 - 10/11	M W	9:00am - 11:50am	3.0		Larson, Michael	Blended/Hybrid	📍

View/Modify Schedule   Visit Bills and Payment to arrange payment.

Your **REGISTRATION** may be **CANCELLED** if payment requirements have not been met by the published due date. Please go to your college or university website at https://www.hennepintech.edu/finance-operations/payment/tuition-and-fees.html for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered **AT ANY MINNESOTA STATE COLLEGE OR UNIVERSITY** (even if you are not actually attending the classes at that school) unless you drop/withdraw from **ALL** your classes within the withdrawal period defined in Board Policy 5.12. You will be **BILLED** for any unpaid balances unless you take these actions. Read summary of related Board policy.

International Students: full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.

11) It is normally very easy to add/drop courses on your schedule, but remember that there are implications that are easy to overlook after the fact. Make sure you are making a decision that works best for you. If needed, schedule an appointment with a Student Success Advisor or a Counselor to assist with your decision. Contact OneStop Center for assistance at onestop@hennepintech.edu.