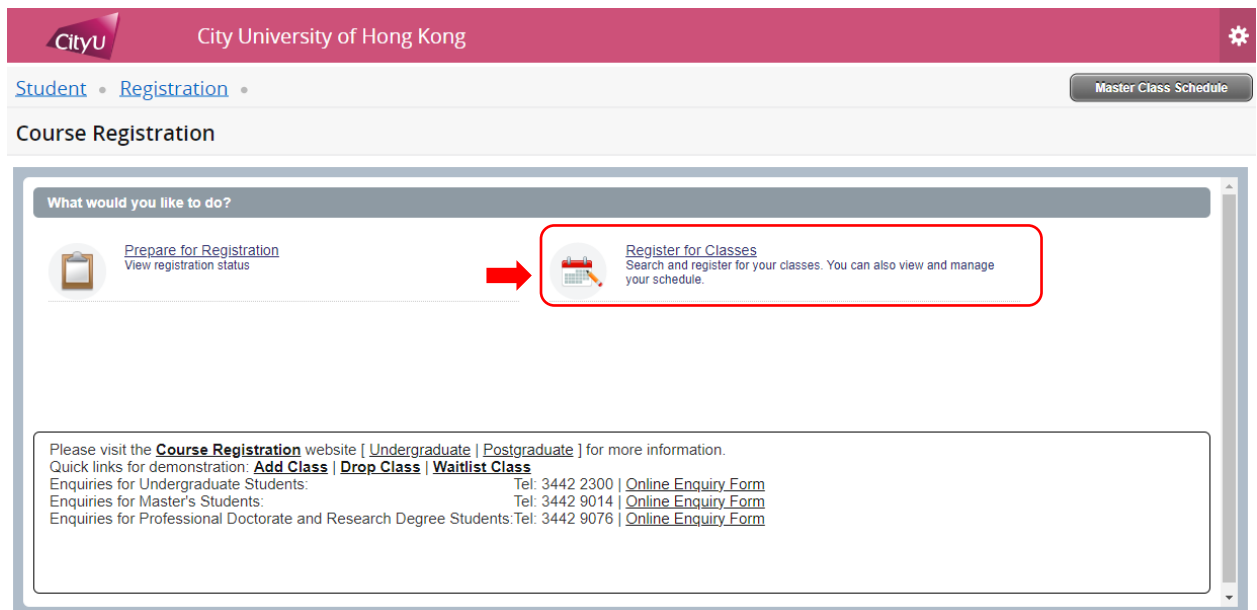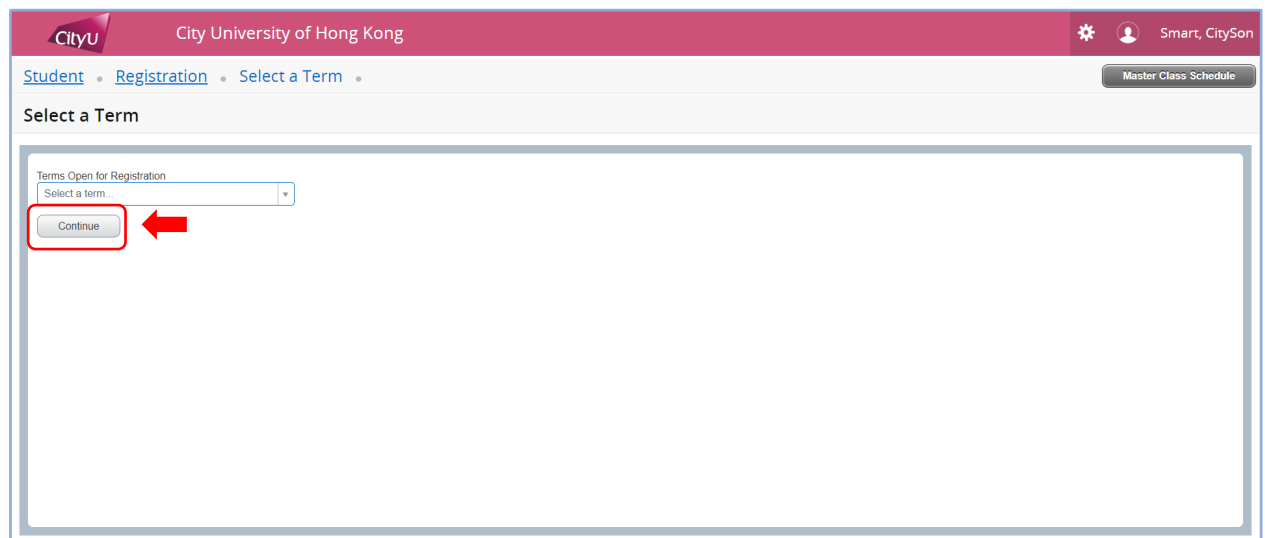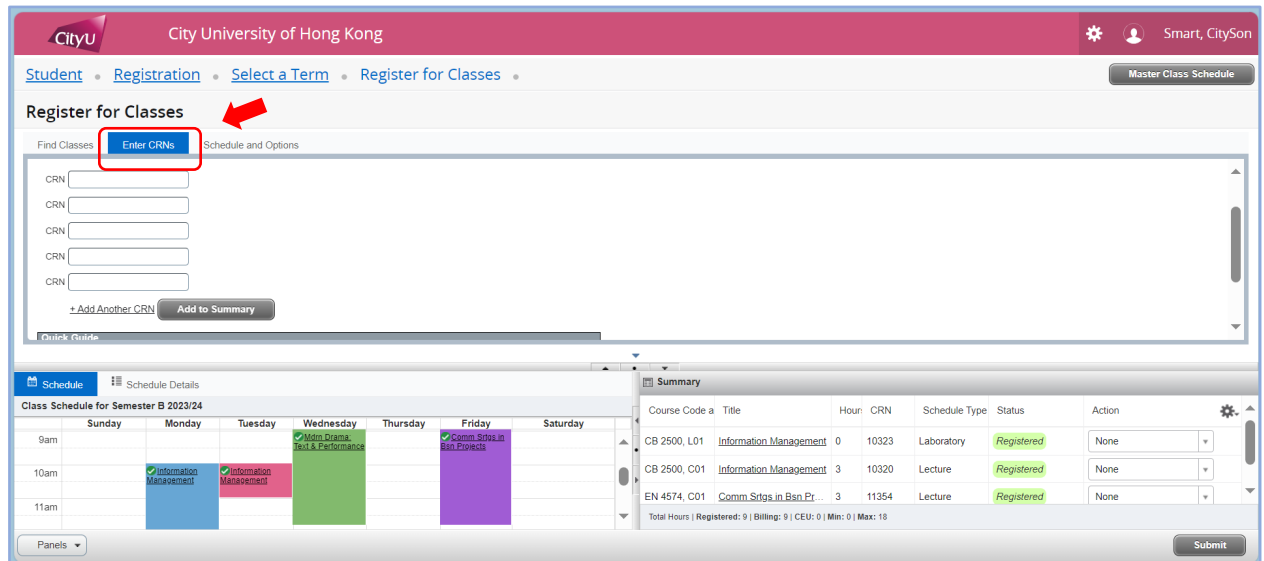**Drop Course**

1. Login AIMS [Course Registration > Web Add/Drop].
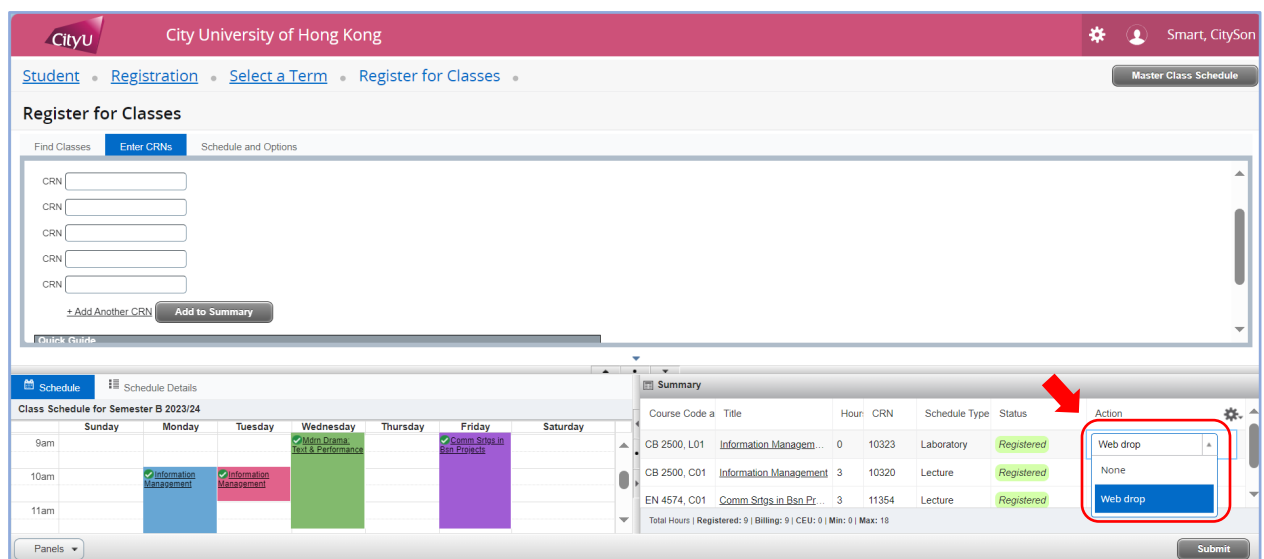
2. Select "Register for Classes".

3. Pick the appropriate term, and click "Continue'.

4. Go to "Enter CRNs" tab.

5. Choose "Web drop" from the "Action" drop-down menu in the "Summary" panel. To drop a course with multiple components, all its course sections must be dropped simultaneously.

6. Press "Submit" at the bottom right corner to complete the request. Make sure the status changed to "Deleted" and "Save Successful" before leaving the page.