**Drop a Class from your Schedule using CAESAR**

**Step 1** Navigate to the CAESAR homepage at: [http://www.northwestern.edu/caesar/](http://www.northwestern.edu/caesar/), and Sign In using your NetID and password. The **Student Center** appears.

**Step 2** To **Drop** a class from your schedule click on the **Enroll** link from the **Student Center**. The **Add Classes–Select Term** page appears.

**Step 3** Press the **drop** link. The **Drop Classes–Select Term** page appears.

**Step 4** Select the term and press the **Continue** button. The **Drop Classes–Select classes to drop** page appears.

**Step 5** Select the classes you wish to drop and press the **DROP SELECTED CLASSES** button. The **Drop Classes–Confirm your selection** page appears.

**Step 6** Review the page to confirm the course(s) you wish to drop. Press the **CANCEL** button to complete the drop transaction or press the **FINISH DROPPING** button to exit without dropping your class(es). If the action is successful, CAESAR will display **Success** in the Message field. If the drop is unsuccessful, the **Errors** will be displayed in the Message field. Press the **MY CLASS SCHEDULE** button to review your new schedule.

- It is important to check and update your telephone, address and emergency contact information. Please access that information at the appropriate link under **Personal Portfolio** and follow the instructions provided.
- To ensure account security, click **Sign out** on the top right of the **CAESAR banner** to close your session when you have completed your registration, and then quit your browser. For more information about using these and other CAESAR functions, please see the online help available from [http://www.northwestern.edu/caesar/help/](http://www.northwestern.edu/caesar/help/). If you need further assistance, please contact the IT Information Center helpdesk located at 1800 Sherman Avenue at 847-491-HELP or caesar@northwestern.edu.