

**How to Drop a Class in Joe'SS (before a semester starts) | Updated 4/22/15**

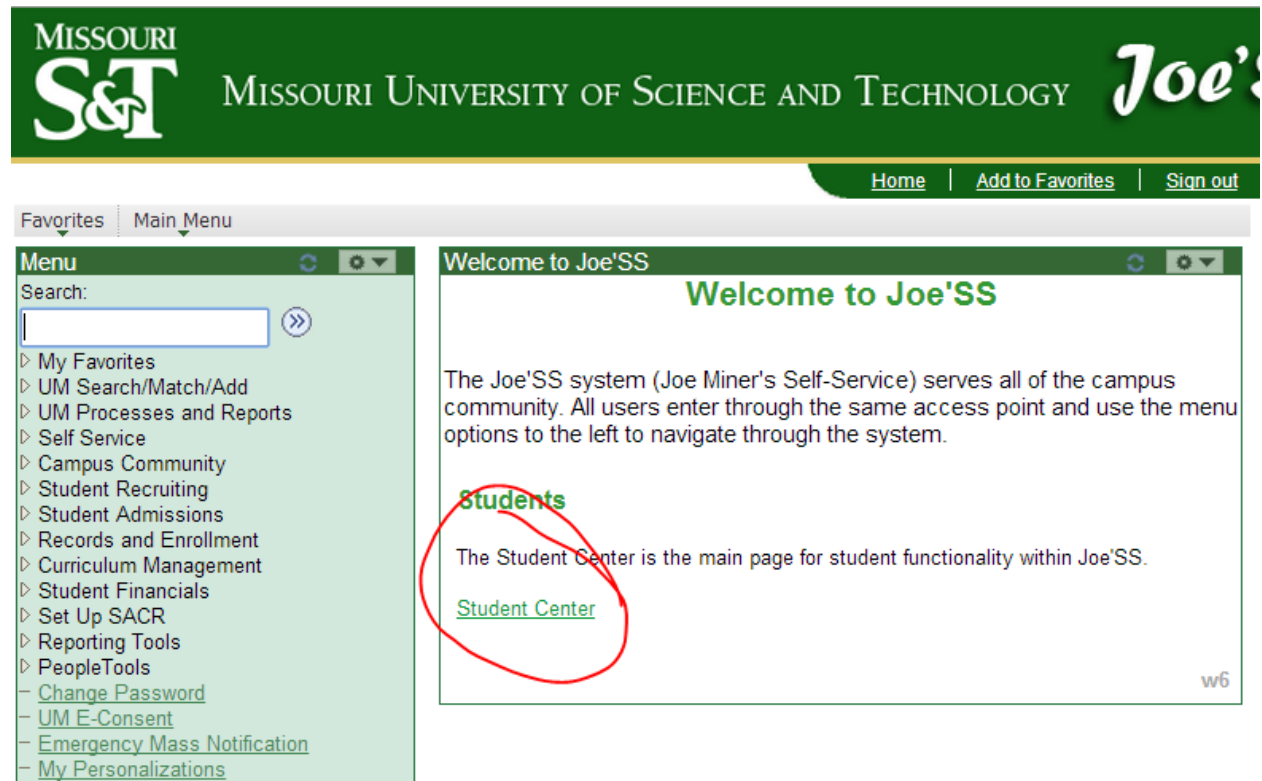
Before a semester begins students may add and drop courses in Joe'SS. After a semester begins Joe'SS closes for students, they need to contact the Office of Global Learning to process any adds or drops.

To drop a class (before the semester starts): Log onto: <https://joess.mst.edu/psp/prd/?cmd=login>

If you have trouble logging in you may select under the HELP LINKS on the left hand side you can select "IT Help Desk"

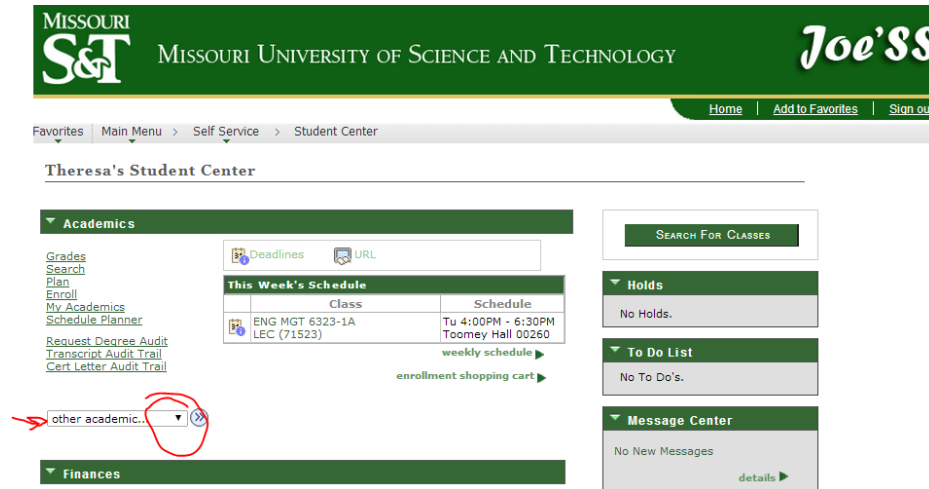
**If you're not able to do anything in Joe'SS make sure that you've done your UM EConsent! It is under Main Menu > UM E-Consent**

Once in Joe'SS go to: Student Center



Under Academics select the dropdown list labeled "Other Academic..."

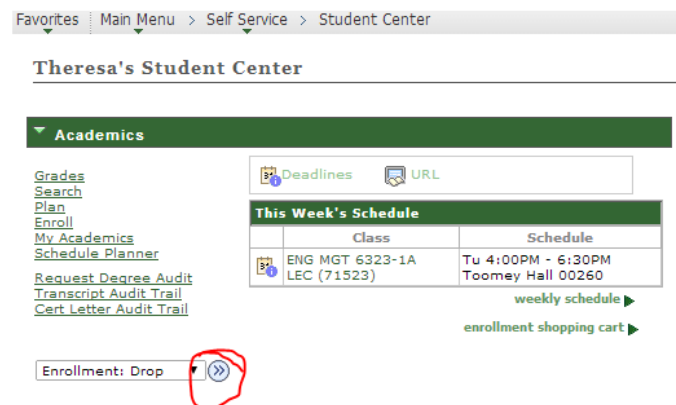
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About halfway down is "Enrollment: Drop"



Select the ">>" icon:



Distance and Continuing Education • 216 Centennial Hall • 300 W. 12th Street • Rolla, MO 65409-1560  
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Select the upcoming semester you would like to drop the course from. Hit "continue".

MISSOURI S&T MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Favorites | Main Menu > Self Service > Student Center > Enrollment: Drop Classes

Theresa Bailey go to ...

Grades Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

Select Term

Select a term then click Continue.		
Term	Career	Institution
<input type="radio"/> 2015 Spring Semester	Graduate	Missouri S&T
<input type="radio"/> 2015 Summer Semester	Graduate	Missouri S&T
<input checked="" type="radio"/> 2015 Fall Semester	Graduate	Missouri S&T

CONTINUE

Grades Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Check the box next to the class you would like to Drop then select "Drop Selected Class":

Grades Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2015 Fall Semester | Graduate | Missouri S&T change term

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	BUS 5121-1A (72440)	Teambuilding and Leadership (Lecture)	Th 7:00PM - 9:30PM	Arranged	T. Read	3.00	✓
<input type="checkbox"/>	ENG MGT 6322-1A (71667)	Case Studies in Project Mgt (Lecture)	We 7:00PM - 9:30PM	Emerson Electric Co. 00239	S. Hodges	3.00	✓

DROP SELECTED CLASSES

My 2015 Fall Semester Class Schedule

Grades Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Continue to follow the directions in Joe'SS.