Dropping Courses in Schedule Builder

**Do not** access CUNYFirst using a mobile app. Ensure pop up blockers are disabled/turned off.

Log into your CUNYFirst account ([www.cunyfirst.cuny.edu](http://www.cunyfirst.cuny.edu))

Select schedule builder

![Schedule Builder](image)

Select the term

**2022 Spring**

- Doctoral
  - Open Enrollment Dates:
    - Winter Session: Jan 4, 2022
    - Regular Academic Session: Feb 4, 2022
- Graduate
  - Open Enrollment Dates:
    - Regular Academic Session: Feb 4, 2022
    - Winter Session: Jan 4, 2022
- Undergraduate
  - Open Enrollment Dates:
    - Winter Session: Jan 4, 2022
    - Regular Academic Session: Feb 4, 2022

Click on the trash bin icon next to the class you want to drop
Select ‘get this schedule’.
Click on the “Do Actions” button. The course is now dropped.

Schedule Builder will then update your schedule with the changes.