

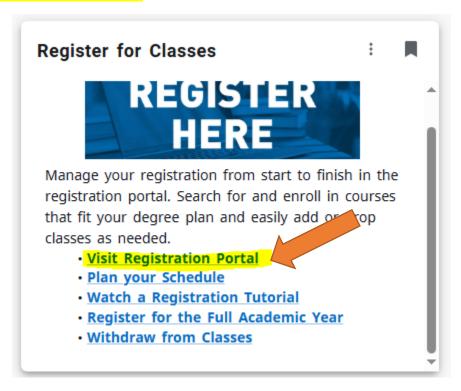
Academic Advising

## **HOW TO DROP BEFORE CENSUS**

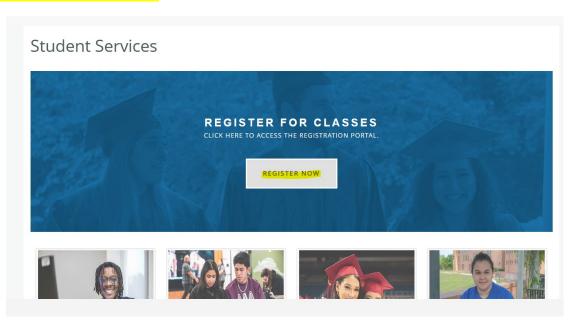
**STEP 1: Log into ACES** 

STEP 2: Locate the 'Register for Classes' card

STEP 3: Click on 'Visit Registration Portal'



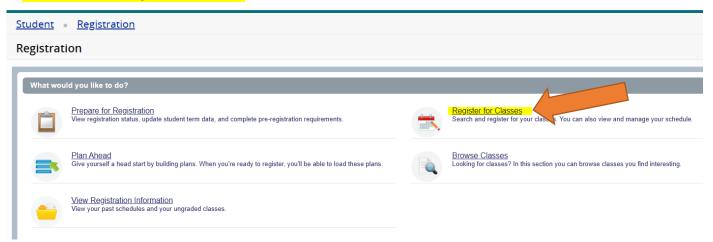
#### STEP 4: Click on 'Register Now'



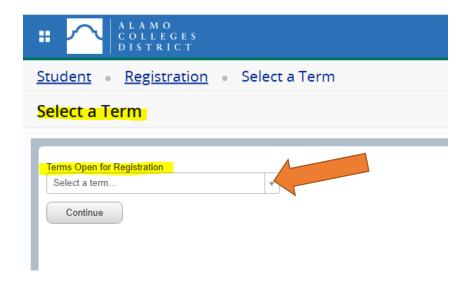
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## **HOW TO DROP BEFORE CENSUS**

## STEP 5: Click on 'Register for Classes'



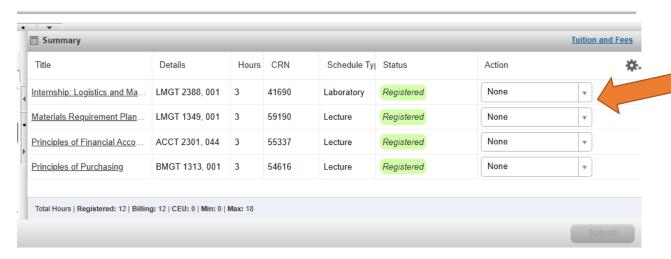
STEP 6: Select desired term (ex: Fall 2XXX) from the drop-down menu, then click Continue. (Do NOT select CE or COM).



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## **HOW TO DROP BEFORE CENSUS**

## STEP 7: Review schedule of registered classes in Summary box located in lower right-hand corner.



# STEP 8: Identify the course you want to drop and under 'Action' drop-down menu, select 'WEB WITHDRAN PRIOR TO TERM' and click 'SUBMIT'.

