1. **Log into OneStop** with you PirateID and Passphrase.

2. **Click the Banner Self Service link** from Tools Tab.

3. **Click the Student Tab** from the Main page.
4. Click on the Registration Link.

5. Click the Add or Drop Classes link.

6. Select Registration Term from the Select a Term pull down menu.

7. Enter your Registration PIN number from your advisor and click the Submit button.

- Graduate students do not need a Registration PIN number
8. To Drop classes, **select **Web Dropped** from the Action pull down menu** next to the class you would like to drop.

9. At the bottom, **click the Submit Changes button.**

10. The course will be removed from your schedule.