

How to Drop a Class

The process is different depending on when you want to drop a class.

Never assume that you will be automatically dropped from a course for any reason.

If you want to drop a class before it starts, or up until the second day of the term, you can drop it yourself following the directions in this document.

If it is the third day or later in the term, you can NOT drop a class yourself. Instead for online classes, you must fax your signed request to the Online department at 541-885-1139 or send an email to online@oit.edu from your Oregon Tech email account.

In the fax or email message, you must give your full name, your student identification number (918 number), and what class you want dropped. Be sure that you mention that you are requesting to be dropped and sign the request if you're faxing it to the office.

(If you are taking an on-campus class, you need to ask the Registrar's office how you can drop a class. Contact them at 541-885-1300 for instructions.)

With your preferred Internet browser, visit the Oregon Tech homepage and click “Login”

The screenshot displays the Oregon Tech website header. On the left, the logo features "Oregon" in white on a dark blue background and "TECH" in blue on a yellow background. To the right, there is a navigation menu with a hamburger icon, a dropdown menu labeled "I am a...", a search bar with the placeholder "Search this site...", and a list of links: "Index A-Z", "Directory", "Wilsonville", and "Login". The "Login" link is circled in red with a red arrow pointing to it. Below the header is a video player showing a "Respiratory Care Simulation" with a red ambulance and a blue AirLink helicopter. The video player includes a back button, a progress bar, and a forward button.

Enter username and password, then click Login



Oregon TECH MyOIT

:: SECURE LOGIN

Username 

Password  (Forgot my password)

LOGIN >

Faculty/Staff: Internal Login

:: LOGIN TO ACCESS

- ~ Campus Announcements
- ~ Course Registration
- ~ Email
- ~ DegreeWorks
- ~ Home Directory Files
- ~ Online Courses
- ~ Student Records/Account Summary

:: New Student?

Your Oregon Tech account will not be created until you have registered for classes.

You may register:

- ~ [Online using Web for Student](#)
- ~ [By Visiting the Registrar's Office.](#)

:: Not a Current Student?

If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:

- ~ [Request Official Transcripts](#)
- ~ [Re-Enroll at Oregon Tech](#)
- ~ [Registration for Re-Enrolling Students](#)
- ~ [Pay Your Bill](#)

Click the link labeled: [Web for Student](#)

The screenshot shows the Oregon Tech MyOIT Home page. At the top left is the Oregon TECH logo and the MyOIT logo. At the top right, there is a link: "Click on your username below to manage your account." Below the header is a navigation bar with tabs for "Home", "Student Resources", "Technology Services", and "Clubs". The main content area is divided into two columns. The left column contains several service links: "Oregon Tech Email" (Check your campus email account), "File Manager" (Access files in your Oregon Tech home directory), "Blackboard" (Online classes), "Web for Student" (Add/Drop classes, view grades and account balance), "Course Schedules" (Searchable list of classes), "CASHNet EFT/Credit Card" (Pay your bill online), and "Provide Feedback" (What do you or don't you like about MyOIT? What would you like to see added?). The right column contains "Campus Resources" (tech news DAILY, Classifieds, Ride Share, The Maples Report) and "Printing Statistics" (Since: Sep 25, 2014, Remaining Budget: [progress bar], Pages Printed: 46). A red box highlights the "Web for Student" link, and a red arrow points to it from the right.

Oregon TECH MyOIT

Click on your username below to manage your account.

MyOIT • MyOIT Home

Home Student Resources Technology Services Clubs

Oregon Tech Email
Check your campus email account

File Manager
Access files in your Oregon Tech home directory

Blackboard
Online classes

Web for Student
Add/Drop classes, view grades and account balance

Course Schedules
Searchable list of classes

CASHNet EFT/Credit Card
Pay your bill online

Provide Feedback
What do you or don't you like about MyOIT? What would you like to see added?

Campus Resources

- tech news DAILY
- Classifieds
- Ride Share
- The Maples Report

Printing Statistics

Since: Sep 25, 2014

Remaining Budget: [progress bar]

Pages Printed: 46

More Information About Printing, Copying and Mail Services

OIT Home Page ©2014 Oregon Institute of Technology

After logging into Web for Student, the Main Menu displays. Click the “[Student Menu](#)” link.

The screenshot shows the Oregon TECH Main Menu. At the top left is the logo "Oregon TECH". Below it is a navigation bar with tabs for "Main Menu", "Employee", "Faculty", "Financial Aid", "Personal Information", and "Student". On the right side of the page, there are links for "SITE MAP", "HELP", and "EXIT". The main heading is "Main Menu". Below this, a yellow horizontal line is followed by the text "Last web access on Jan 04, 2013 at 12:41 pm". A list of menu options is displayed: "Employee Menu", "Faculty Menu", "Financial Aid Menu", "Personal Information Menu", "Student Menu", and "E-mail Us". The "Student Menu" link is circled in red. A red arrow points from the text "Click this link to register for classes." to the "Student Menu" link. Another red arrow points from the text "You won't have all of these options as a student, so your list will look a little different." to the "Employee Menu", "Faculty Menu", "Financial Aid Menu", and "Personal Information Menu" links.

Oregon TECH

[Main Menu](#) [Employee](#) [Faculty](#) [Financial Aid](#) [Personal Information](#) [Student](#)

[SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Last web access on Jan 04, 2013 at 12:41 pm

- [Employee Menu](#)
- [Faculty Menu](#)
- [Financial Aid Menu](#)
- [Personal Information Menu](#)
- [Student Menu](#)
- [E-mail Us](#)

RELEASE: 8.4

You won't have all of these options as a student, so your list will look a little different.

Click this link to register for classes.

The Web for Student Menu displays next. Click the “[Student Registration](#)” link to continue.

Oregon TECH

Registration Term: Winter 2013 01/04/2013 12:50 p.m.

[Main Menu](#) [Employee](#) [Faculty](#) [Financial Aid](#) [Personal Information](#) [Student](#)

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Web for Student

- [Student Registration](#)
- [Student Records](#)
- [Athletics](#)

RELEASE: 8.4

Click the “Register, Add or Drop Classes” link.

Oregon TECH

Registration Term: Winter 2013 01/04/2013 01:29 p.m.

[Main Menu](#) [Employee](#) [Faculty](#) [Financial Aid](#) [Personal Information](#) [Student](#)

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Registration

- [Check Your Registration Information](#)
- [View Holds](#)
- [Register, Add or Drop Classes](#)
- [Look-up Classes](#)
- [Distance Education Classes](#)
- [Student Schedule by Day and Time](#)
- [View Faculty Schedules](#)
- [Student Schedule by Class Detail](#)
- [Select Term](#)

RELEASE: 8.5.1

Type your advisor pin. Note that for most online students, it is either degree or nadmit.

Registration Term: Winter 2011 12/03/2010 08:15 a.m.

[Main Menu](#) [Web for Student](#) [Web for Faculty](#) [Web for Employee](#) [Personal Information](#)

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Advisor PIN Verification

To register, add or drop classes, you must have an Advisor PIN for the term selected. The Advisor PIN changes each term for admitted students. Please click on HELP above for additional information.

Please NOTE that Advisor PINs are case sensitive and lower case is required for alphabetic Advisor PINs. Upon registration students are responsible for all tuition and fees which are due before Friday at 5:00 p.m. the second week of classes for each term.

Since academic advising is not required for summer term, Advisor PINS for summer term are:

All admitted students use summer

All non-admitted students use nadmit

All Portland campus students use oitpdx

All degree completion students use degree

Online degree completion students use "degree" (with no quotes) for all terms. If you are a non-admitted student, the Advisor PIN is always "nadmit" (with no quotes) for all terms. If you are a metro student, the Advisor PIN is always "oitpdx" (with no quotes) for all terms.

Advisor PIN:

Submit

If the “View Contact Information” page displays, choose the “Update” button or “Information Correct” button (bottom of page), as appropriate

Oregon TECH

Main Menu | Web for Student | Personal Information

BACK SITE MAP HELP EXIT

View Contact Information

OIT asks that you update your contact information once per term during registration. You may also also update your information whenever you like within the Personal Information menu.

If your contact information below is correct, please click the Information Correct button at the bottom of the page. If you need to make changes, click the Update button, also at the bottom of the page.

Contact Information		
Email Addresses		
Email Type	Email Address	Preferred
Campus:	joe.student@oit.edu	Preferred
Home:	joe@yahoo.com	
Work:		
Current (Local) Address		
Address Line 1:	100 Main Street	
Address Line 2:		
Address Line 3:		
City:	Klamath Falls	
State or Province:	OR	
Zip or Postal Code:	97601	
Nation:		
Area Code:	541	
Phone Number:	885-0000	
Phone Extension:		
International Access Code:		
Permanent Address		

If the “View Emergency Contact Information” page displays, edit your contact information or click the “Information Correct” button to continue.

Oregon TECH

Main Menu Web for Student Personal Information

[SITE MAP](#) [HELP](#) [EXIT](#)

View Emergency Contact Information

OIT asks that you update your contact information once per term during registration. You may also also update your information whenever you like within the Personal Information menu.

If your contact information below is correct, please click the Information Correct button at the bottom of the page. If you need to make changes, click the Update button, also at the bottom of the page.

Information Correct

Contact Information

Add New Contact

This student doesn't have any contact person listed. They would need to click this button to add a contact person.

RELEASE: 7.4

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The "Add or Drop Classes" page displays.

Oregon TECH

Registration Term: Winter 2011 12/03/2010 08:17 a.m.

[Main Menu](#) [Web for Student](#) [Web for Faculty](#) [Web for Employee](#) [Personal Information](#)

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

 For information on registration, course adds/drops, and registration error messages, please click on HELP above.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Reg on Dec 03, 2010	None	25773	PHED	190	15	Undergraduate	1.000	Graded		Swim Conditioning
Web Reg on Dec 03, 2010	None	27045	PHED	190	14	Undergraduate	1.000	Graded		Super Circuit & Cardio Train

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Dec 03, 2010 08:17 am

Add Classes Worksheet

CRNs

<input type="text"/>									
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To drop a class, click the down arrow in the column labeled Action, select “Web Drop/Delete.”

Oregon TECH

Registration Term: Winter 2011 12/03/2010 08:18 a.m.

Main Menu Web for Student Web for Faculty Web for Employee Personal Information

BACK SITE MAP HELP EXIT

Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Reg on Dec 03, 2010	None	25773	PHED	190	15	Undergraduate	1.000	Graded		Swim Conditioning
Web Reg on Dec 03, 2010	Web Drop/Delete	27045	PHED	190	14	Undergraduate	1.000	Graded		Super Circuit & Cardio Train

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Dec 03, 2010 08:18 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Click the "Submit Changes" button.

Oregon TECH

Registration Term: Winter 2011 12/03/2010 08:18 a.m.

Main Menu Web for Student Web for Faculty Web for Employee Personal Information

BACK SITE MAP HELP EXIT

Add or Drop Classes

 For information on registration, course adds/drops, and registration error messages, please click on HELP above.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Reg on Dec 03, 2010	Web Drop/Delete	25773	PHED	190	15	Undergraduate	1.000	Graded		Swim Conditioning
Web Reg on Dec 03, 2010	Web Drop/Delete	27045	PHED	190	14	Undergraduate	1.000	Graded		Super Circuit & Cardio Train

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Dec 03, 2010 08:18 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Be sure it says "Web Drop/Delete" in the row of any class you want to drop.

The updated “Add or Drop Classes” page displays with your current registration. (This student dropped both classes, so no classes are listed now.) Click “EXIT” in the upper right corner.

Oregon TECH

Registration Term: Winter 2011 12/03/2010 08:23 a.m.

[Main Menu](#) [Web for Student](#) [Web for Faculty](#) [Web for Employee](#) [Personal Information](#)

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

Add Classes Worksheet

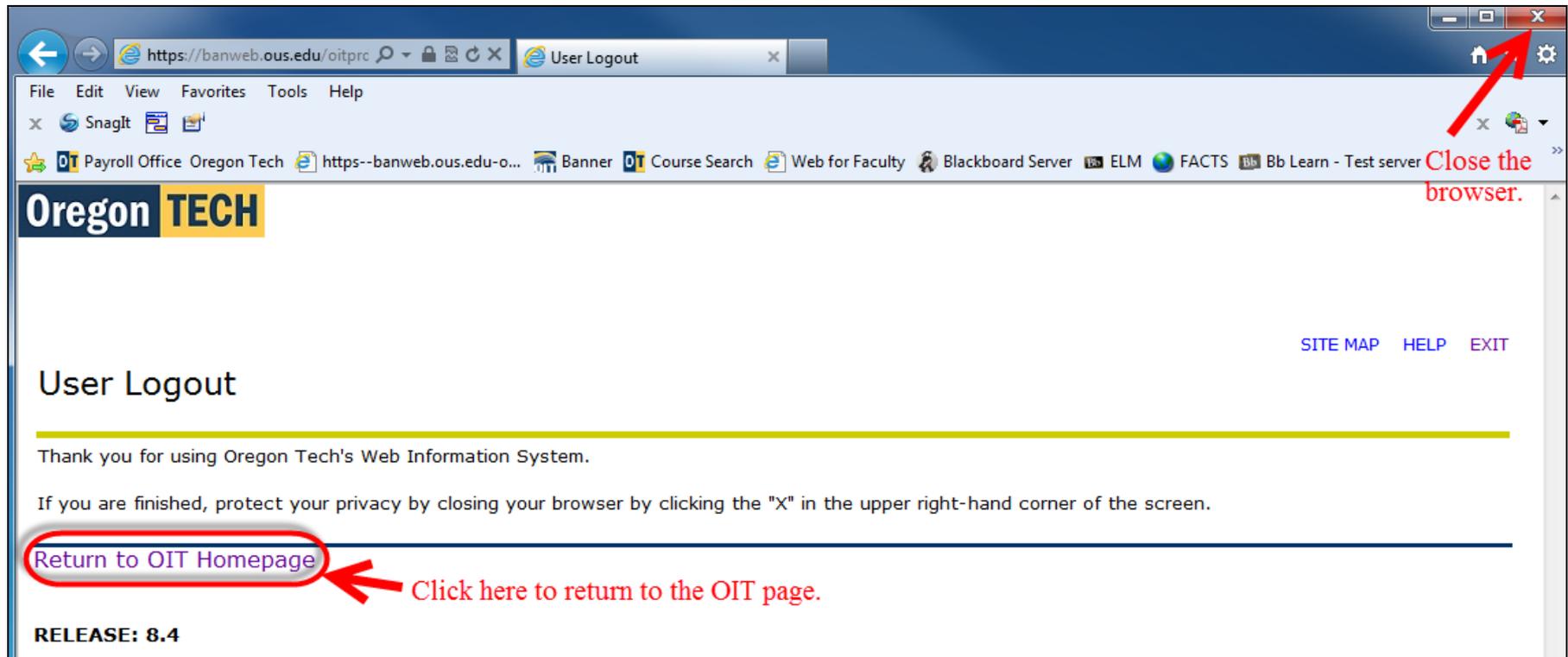
CRNs

[Submit Changes](#) [Class Search](#) [Reset](#)

[\[Distance Education Classes | Select Term \]](#)

RELEASE: 8.3.0.10IT

Clicking “EXIT” displays this page. To close your browser, click the “☒” in the upper right. Or, click the link labeled “Return to OIT Homepage.”



The screenshot shows a web browser window with the address bar displaying <https://banweb.ous.edu/oitprc> and the page title "User Logout". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows "SnagIt" and several open tabs, including "Payroll Office Oregon Tech", "Banner", "Course Search", "Web for Faculty", "Blackboard Server", "ELM", "FACTS", and "Bb Learn - Test server".

The main content area features the "Oregon TECH" logo on the left and navigation links "SITE MAP", "HELP", and "EXIT" on the right. The "EXIT" link is highlighted with a red arrow pointing to the browser's close button (the "X" icon) in the top right corner, with the text "Close the browser." written in red next to it.

The page content includes the heading "User Logout" and a horizontal yellow line. Below the line, the text reads: "Thank you for using Oregon Tech's Web Information System. If you are finished, protect your privacy by closing your browser by clicking the 'X' in the upper right-hand corner of the screen."

A link labeled "Return to OIT Homepage" is circled in red, with a red arrow pointing to it and the text "Click here to return to the OIT page." written in red next to it.

The footer of the page displays "RELEASE: 8.4".

Note that you won't get any confirmation notice when you drop a class. If you don't see the class listed on the "Add or Drop Classes" webpage, it has been dropped. You can also click the Back link in the top right corner. Then click "Student Schedule by Class Detail." Only the classes that you are currently registered for will show here.

Also be aware that if you drop your class after the Thursday before the term starts, your class will still be listed in Blackboard for the entire term. If you click on the class name though, it will say "denied access."