




How to generate a course drop form

1. Log in to your my.fsu.edu account.
 - We recommend using a computer, not your phone to generate the drop form.
2. Under the “MY COURSES” tab (located in the center of the page), click the pencil-drop icon: 
3. On the “Drop Classes” page, select the term (semester) of the course you wish to drop (e.g. Fall 2020, Spring 2021, etc.) and click Continue.
4. Click the blue link that says, “[Click here to drop a class for a closed enrollment term.](#)” **Do not skip this step** – the system will generate an error message if you do.
5. Read the instructions and/or acknowledgements and click Continue.
6. Select the term of the class which you wish to drop.
7. When your schedule appears again, select the course that you want to drop, and click the “Drop Selected Classes” link.
8. Download and save the generated drop form.
 - If a form does not appear, check to make sure your pop-up blocker is turned off
 - Do not sign the generated form – the signature lines are for the Academic Dean’s office to signify approval of the drop.
9. If you are requesting a one-time late drop (between the 7th and 12th weeks of the semester), you must also complete and send the COSSPP one-time late drop acknowledgement form:
<http://bit.ly/cosdroppetition>