

### **Steps to drop a class or withdraw from all classes**

1. Log into online student account using your seven digit student ID and password. [www.sheltonstate.edu](http://www.sheltonstate.edu) or directly at [https://ais/HESTUPORTAL/apecs\\_hestuportal.aspx?instid=SS00](https://ais/HESTUPORTAL/apecs_hestuportal.aspx?instid=SS00)
2. Click on the **Registration** link under the main menu. Select the appropriate year/term.
  1. If you are dropping a class, select the **Drop** button that is to the right of the course to be dropped and then click **Save**.
  2. If you are withdrawing from all classes, click **Drop All Courses** button and then click **Save**.
3. Click **Logout**.

If you have any questions, call the Office of Admissions & Records at 205-391-2214.