

# How to Drop Courses in Banner Self-Service

Students may drop courses up until the first 8 weeks of the term for courses offered during the full academic year. View the course drop dates for the current term at <https://www.mystfx.ca/registrars-office/course-drop-dates>. Course drop dates may vary for courses offered through the Continuing and Distance Education Department, see that department for details.

Log in to Banner Self-Service (BSS) using your student ID number and PIN.

## Select Student Services.

**Student Services**  
Register, view your academic records, apply to graduate, or access Canadian tax forms

**Personal Information**  
View your address(es), phone number(s), or view name change information

## Select Course Registration.

Student Services

---

**Course Registration**  
Academic Advisors are available to assist with any questions relating to your course selections. The Academic Advisors can be reached at 902-867-2123 or 902-867-3738.

The Registrar's Office is available to assist with the registration process. Email [registr@stfx.ca](mailto:registr@stfx.ca) for assistance. Remember to include your student ID number and PIN.

[Week at a Glance](#)  
Schedule by week

[Student Detail Schedule](#)  
Includes course start and end dates

## Select term (Full Academic Year 2021-2022).

Registration

---

[Check Your Registration Time \(and other registration information\)](#)

[Step 1 - Select Term \(required\)](#)

[Step 2 - Add/Drop Classes \(If you have a FINANCIAL HOLD, contact Student Accounts\)](#)

[Step 2 \(alternate\) - Look-up Classes to Add](#)

Select Term

Select a Term:

## Select add/drop courses.

[Check Your Registration Time \(and other registration information\)](#)

[Step 1 - Select Term \(required\)](#)

[Step 2 - Add/Drop Classes \(If you have a FINANCIAL HOLD, contact Student Accounts at 902-867-2123 or 902-867-3738\)](#)

[Step 2 \(alternate\) - Look-up Classes to Add](#)

## On the Add/Drop page, continue to the course listing.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Reg (added) via Web on Oct 15, 2021	None	46075	ECON	102	21	Undergraduate	3.000	Numeric		Introductory Macroeconomics
Reg (added) via Web on Oct 15, 2021	None	52341	STAT	101	21B	Undergraduate	3.000	Numeric		Introductory Statistics
***Registered*** on Oct 15, 2021	None	51868	FRFN	111	20	Undergraduate	3.000	Numeric		Basic French I

To drop the CRNs select drop web in the drop down menu for each CRN and Submit Changes.

	Action	CRN
2021	None	4607
2021	None	5234
	Drop Web	5186
	None	