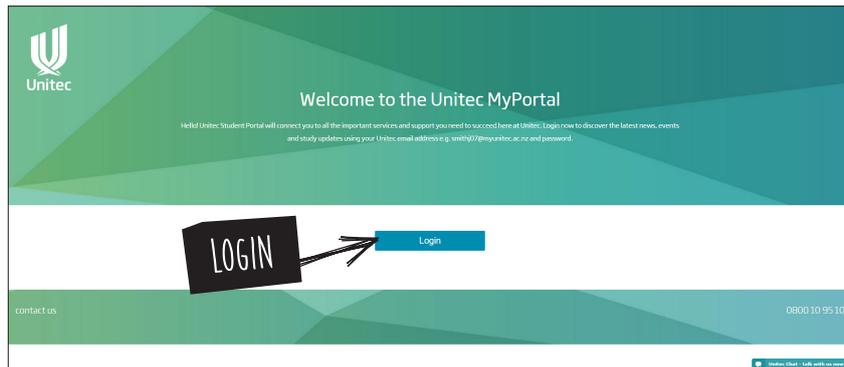


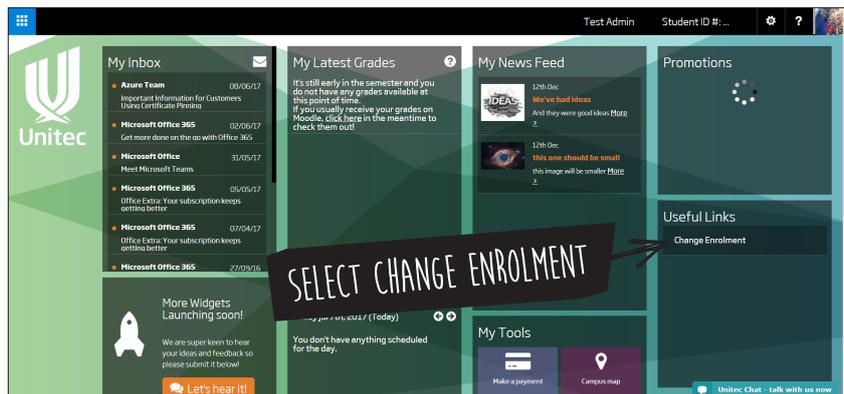
I want to drop a class

1. The system doesn't save your details until you submit your request.
2. You can change more than one thing (eg. drop a course and add a different course) within the same request - remember to check for timetable clashes!
3. Please be aware that dropping a class may take you under the number of required credits for Studylink or International students' visa requirements. Please check with Student Central or the International office if you have any questions.
4. Before withdrawing from a course, please discuss support options with your Academic Leader (or the International Office if you are an International student).
5. The estimated time for change enrolment requests to be processed is 5 working days. If you find your request taking longer than that, please talk to Student Central or your Academic Leader.
6. If you paid fees for this course by student loan, your refund will be credited to your loan balance.
7. Domestic students: If you did not pay by student loan and you are eligible for a refund, please submit evidence of your bank account by emailing it to fees@unitec.ac.nz. You can provide a screenshot of your online banking displaying the Bank Logo, Account Number, and Account Holder Name. If you need assistance, please reach out to Student Central.
8. International students: please book an appointment at the AskMe desk (in the Hub) to see a Student Advisor if you wish to drop or add a course to understand how this may impact your visa and insurance. If you are expecting a refund, you will need to obtain an international refund form from the international office.

1. Log into MyPortal (<http://myportal.unitec.ac.nz>) using your Unitec login details.



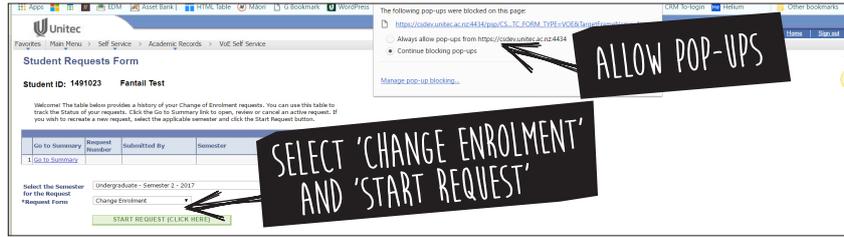
2. Under Useful Links in the bottom right hand corner, select 'Change Enrolment'.



3. The Student Request Form page will open.
4. Select the semester and the year for the request, eg. Semester 2, 2017.



5. You will need to allow pop-ups for this site. Click 'always allow pop-ups...'
6. Select 'Change enrolment' from the drop down menu.
7. Click 'Start request'.



8. Check your details are correct and if necessary, update them (we may need to use these contact details to discuss your request with you).
9. Select the class you want to drop.
10. The system will ask you for a reason you are dropping your class – please select the most appropriate one (it won't let you submit your request without a reason) and add any other useful information in the text box.



11. Then click 'Submit' – you're done! You can check the progress of your change request by returning to the student requests form.

