

## Louie Drop or Withdraw From a Class Transcript

Let's take a look at how to drop or withdraw from your classes in LOUIE.

You might be asking, "What is the difference between dropping from a class, and withdrawing from a class?"

The core difference is when you drop from a class, you're completely removing it from your record, while withdrawing from a class means you've exited a class before the end, but there will be a record of this on your transcripts, typically in the form of a "W", rather than a grade.

Keep in mind that the deciding factor of a class being "dropped" vs "withdrawn" is when you decide to drop the class. Each semester, NAU has an "Add/Drop" deadline. Any courses removed before the deadline are "dropped." If you remove a course after the deadline, it will be "withdrawn."

With that cleared up, let's discuss how to drop courses. Navigate to [nau.edu/louie](http://nau.edu/louie). Click Log into Louie and log in with your NAU Credentials.

Here you will see your student homepage. Click the "Manage Classes" tile. At the top of the page, select the "Enroll" tab, just below your name. Beneath "Enroll," click on the tab that says "Drop"

Select the courses you are looking to remove from your schedule. Click the option that says, "Drop Selected Courses." Then click "Finish Dropping Courses".

If you see a green checkmark next to your selected courses, they have successfully been dropped. If you see a red "X," there has been an error, and something is preventing you from dropping the course.