How to View Your Winter 2020 Term Grades and Late Drop a Course

This walkthrough is intended for undergraduate students who wish to view their grades and/or utilize the late drop function to drop a course from their Winter 2020 academic term. Please see the Summary of Academic Adjustments for details on late drops.

The instructions below apply for Winter Term 2020 grades only. You will not be able to view Winter Term 2020 grades using the normal drop-down menu in the Student Centre until May 21, 2020. The last day to drop a winter term class is May 20, 2020. Please note that dropping a course is irreversible.

1. Login to SOLUS as usual.
2. Select the Self Service menu option from your home page

3. Select View Winter 2020 Grades
4. Grades will be added to the **Current Grades** column as they are posted by your Instructor. If you wish to drop a class, select the **Click to Drop Class** hyperlink in the **Student Action** column.

5. You will be brought to the **Drop Classes** screen. Select the radio button beside **Winter 2020** Term and click **Continue**.

6. Check the box beside the course you would like to drop. Click **Drop Selected Classes**.
7. You will be asked to confirm the classes that you are dropping. If you are sure that you would like to drop the class, click Finish Dropping. This process is irreversible. It is your responsibility to confirm that you are dropping the correct course before clicking the Finish Dropping button.
8. If the class was successfully dropped you will see a **green checkmark** in the *Status* column (as in the screenshot below). If you see a **red x** it means that we were not able to drop your course from the self service menu. This could be because your department has a restriction that consent is required to drop a class. If you see the **red x** please reach out to your faculty for assistance in dropping the course.
Of Note:

- In the case of full year courses, only the B portion of the course will be dropped. The A portion of the course will remain on your record and your transcript.
- If you return to the View Winter 2020 Grades screen from the Self Service menu you will see that dropped courses no longer appear.
- If you require further technical assistance please email solus@queensu.ca.