How to Drop Courses Online

*Dropping a course involves the complete removal from a course.

This is a function used during registration periods, prior to the start of any semester (Fall, Spring, Summer I & II, or Winter), and up until a specific point during the semester(s). For the Fall and Spring semesters, a student has until the first three weeks to drop a course(es) without the appearance of a "W" on their transcripts; for the Summer I &II and Winter sessions, a student has up until the first day of class(es).

After these time periods have passed, a student will receive a grade of "W" provided they withdraw prior to the ninth week of the Fall/Spring semester. See Official College Calendar for the exact date.*

**STEP 1:** Go to the MyWCC Portal – HTTPS://MYWCC.SUNYWCC.EDU – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that must be done first!)

Once you’ve successfully logged into your homepage, click on the “STUDENT CENTER” link located near the top of the page, in the middle. Inside your Student Center, under the “ACADEMICS” section, highlight “ENROLLMENT: DROP” in the dropdown menu. Click the to continue.

**STEP 2:** Select the term you’re registering for and press the “CONTINUE” button to advance.

**STEP 3:** Read the below message. If you have checked with Financial Aid, and are in full understanding of what the message is saying, click "OK" to proceed.

**IMPORTANT:** WINTER sessions are not meant for current WCC students – the term overlaps into the Spring!
**STEP 4:** On the "SELECT CLASSES TO DROP" page, check the "SELECT" box for that/those course(es) to be deleted. Click the "DROP SELECTED CLASSES" button to process the request.

**STEP 5:** Click the green "FINISH DROPPING" button on the "CONFIRM YOUR SELECTION" page in order to complete the Drop.

**STEP 6:** If the Drop was successful, you should see the following:

- There should be green ✔ marks in the "STATUS" section indicating the Drop has been successful.
- NOTE: If the red ✗ appears in the "STATUS" section, make sure to read the "MESSAGE" section to understand why. You may need to contact the Counseling Office if this happens.