


# 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.\*

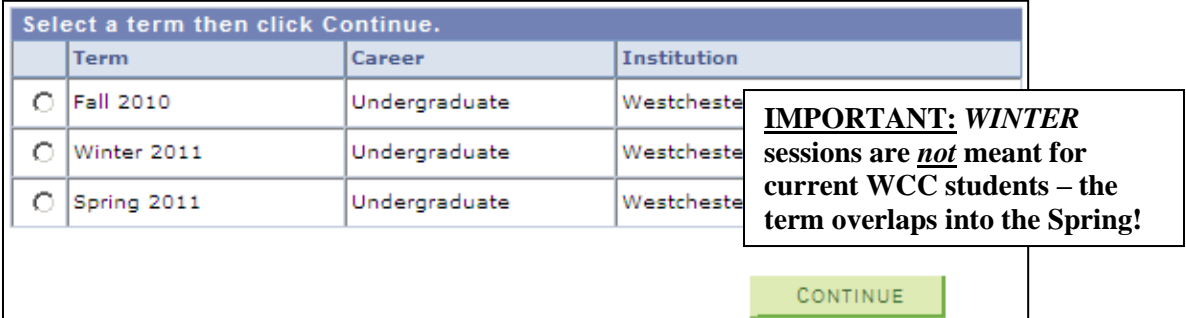
**STEP 1:** Go to the *MyWCC* Portal – [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that must be done first!)

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.



The screenshot shows the 'Academics' section of the MyWCC portal. A dropdown menu is open, listing various options. 'Enrollment: Drop' is highlighted in blue. A black arrow points to this option. Other options include Academic Planner, Academic Requirement, Class Schedule, Course History, Enrollment: Add, Enrollment: Swap, Exam Schedule, Grades, Transcript: View Unofficial, Transfer Credit: Report, What-if Report, and other academic... The background shows a 'Fall 2011 Schedule' table with one entry: ART 108-D001 LEC (80811) on MoTuTh 12:00PM - 12:50PM in Library 0146. There is also an 'Account Summary' showing a balance of 602.00 and an advisor 'COUSINS, THERESA A'.

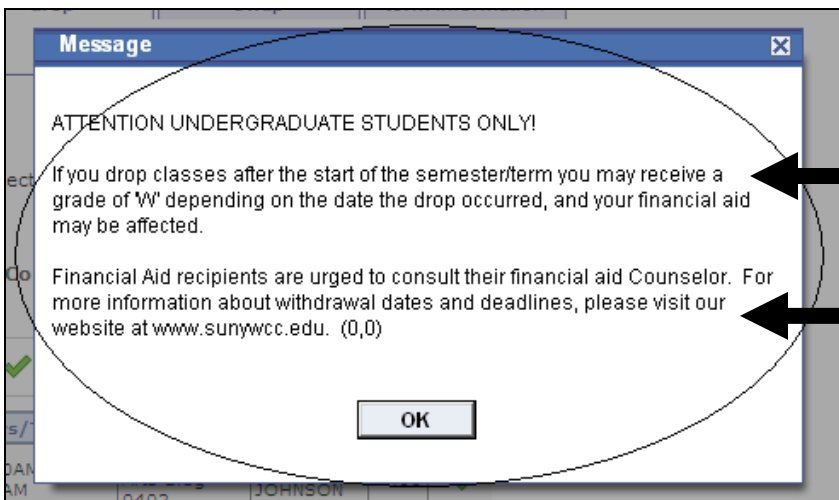
**STEP 2:** Select the term you’re registering for and press the “CONTINUE” button to advance.



The screenshot shows a form titled 'Select a term then click Continue.' with a table of options. A green 'CONTINUE' button is at the bottom. A warning box on the right states: 'IMPORTANT: WINTER sessions are not meant for current WCC students – the term overlaps into the Spring!'.

	Term	Career	Institution
<input type="radio"/>	Fall 2010	Undergraduate	Westchester
<input type="radio"/>	Winter 2011	Undergraduate	Westchester
<input type="radio"/>	Spring 2011	Undergraduate	Westchester

**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!**

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**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.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">ART 101-D001 (80796)</a>	Drawing 1 (Lecture)	Fr 8:00AM - 11:50AM	Academic Arts Bldg 0402	C. JOHNSON	3.00	✓
<input type="checkbox"/>	<a href="#">ENG 101-D009 (80997)</a>	Comp & Lit 1 (Lecture)	MoWe 3:30PM - 4:45PM	Academic Arts Bldg 0413	Staff	3.00	✓
<input checked="" type="checkbox"/>	<a href="#">FILM 101-D001 (80849)</a>	Intro To Early Film (Lecture)	TuWeTh 9:00AM - 9:50AM	Library 0146	J. CUNIBERTI	3.00	✓

**DROP SELECTED CLASSES**

**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:

**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.

Fall 2011 | Undergraduate | Westchester Community College

✓ Success: dropped
 ✗ Error: unable to drop class

Class	Message	Status
ART 101	Success: This class has been removed from your schedule.	✓
FILM 101	Success: This class has been removed from your schedule.	✓

[MAKE A PAYMENT](#)
[MY CLASS SCHEDULE](#)

There should be green ✓ marks in the "STATUS" section indicating the Drop has been successful.