

# How to Drop Courses Online

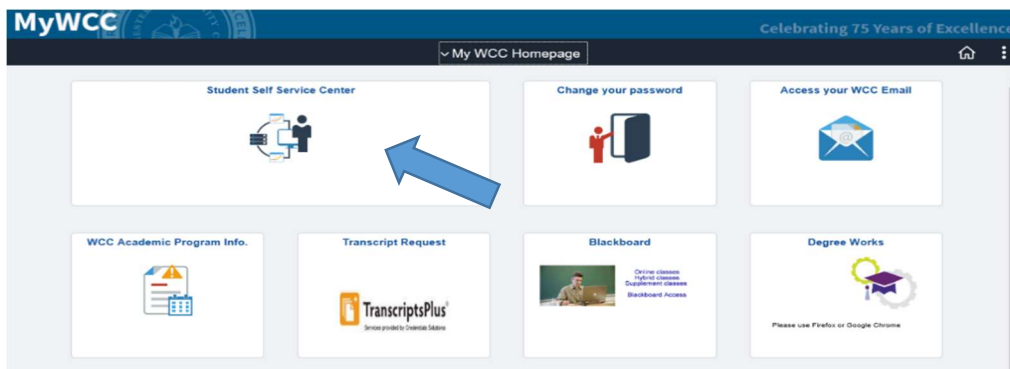
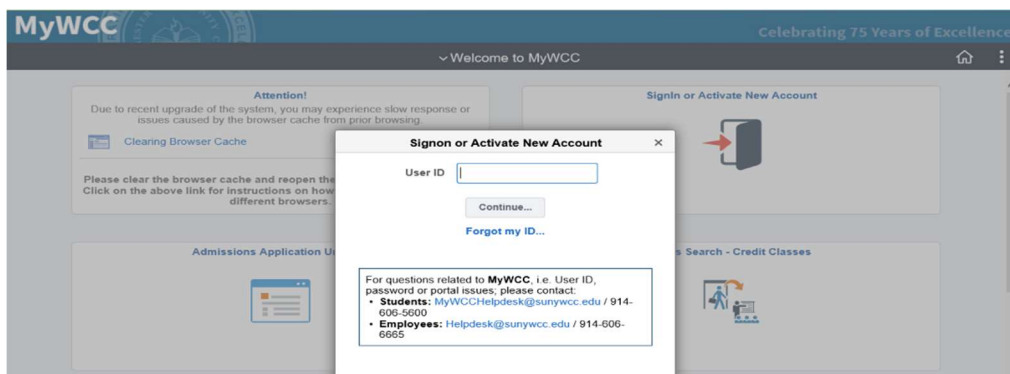
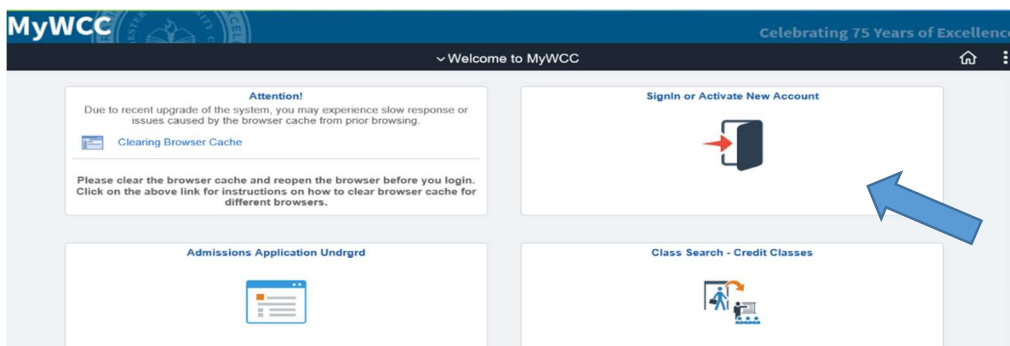
*\*Dropping a course involves the complete removal from a course.*

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). (*\*Please review [www.sunywcc.edu/academiccalendar](http://www.sunywcc.edu/academiccalendar) for exact dates.\**)

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.\*

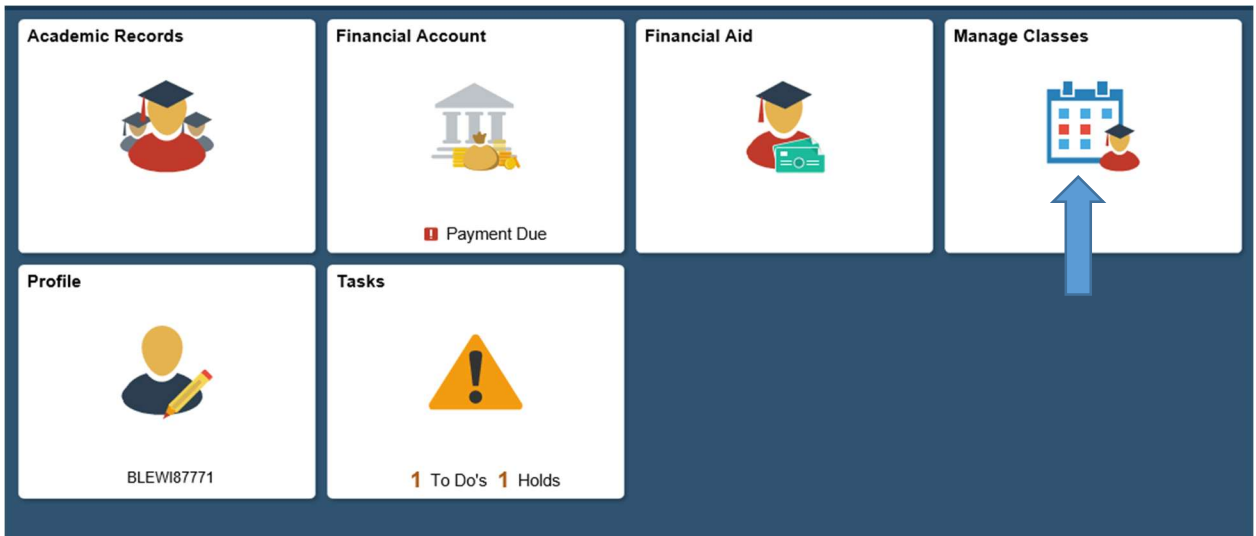
## STEP 1:

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!)



## STEP 2:

Here you click onto the "Manage Classes" Tile



## STEP 3:

From the Menu, Click "Drop Classes"

Spring 2020  
Undergraduate

**View My Classes** | By Class | By Date

Show Enrolled Classes |  Show Waitlisted Classes |  Show Dropped Classes

▼ **COMM 109 Speech Communication**

	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	A-F Grading	Non-Matric	Meets SUNY Gen Ed Basic Communication Requirement

Class	Textbook Information	Start/End Dates	Days and Times	Room
Lecture - Sec S7W2 Class# 13502	<a href="#">Textbook Information</a>	03/23/2020 - 05/10/2020	Days: Saturday Times: 9:00AM to 2:10PM	To be Announced >

[Enrollment Deadlines](#)

**Drop Classes** ←

- Shopping Cart
- Class Search and Enroll
- Swap Classes
- Browse Course Catalog
- Enrollment Dates
- Make a Payment

STEP 4:

Select Classes to Drop by clicking into the box(es) of your choice. Click **Next**

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1 Select Classes to Drop Complete

2 Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Unit	Status
<input checked="" type="checkbox"/>	Lecture - Sec S7W2 Class# 13502	COMM 109 Speech Communication	Saturday 9:00AM to 2:10PM	To be Announced	K. MCGILL	3.00	Enrolled
<input type="checkbox"/>	Lecture - Sec CL06 Class# 13067	ENG 101 Writing and Research	Tuesday Friday 9:30AM to 10:45AM	Library 0016B	J. CHAMBERLAIN	3.00	Enrolled
<input type="checkbox"/>	Lecture - Sec 0721 Class# 15768	SOC 102 Marriage and the Family	To be Announced	Online	H. BAEZ	3.00	Enrolled

STEP 5:

Review, then Click **Drop Classes** to confirm.

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1 Select Classes to Drop Complete

2 Review Classes to Drop Visited

Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Unit	Status
Lecture - Sec S7W2 Class# 13502	COMM 109 Speech Communication	Saturday 9:00AM to 2:10PM	To be Announced	K. MCGILL	3.00	Enrolled

Drop Classes

STEP 6:

You have dropped your class!

< Student Homepage

Confirmation

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View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

✓ **COMM 109 - Speech Communication**  
This class has been dropped.