

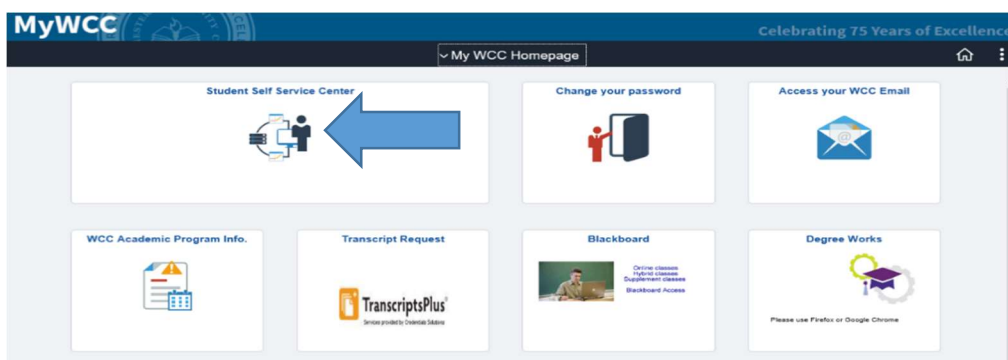
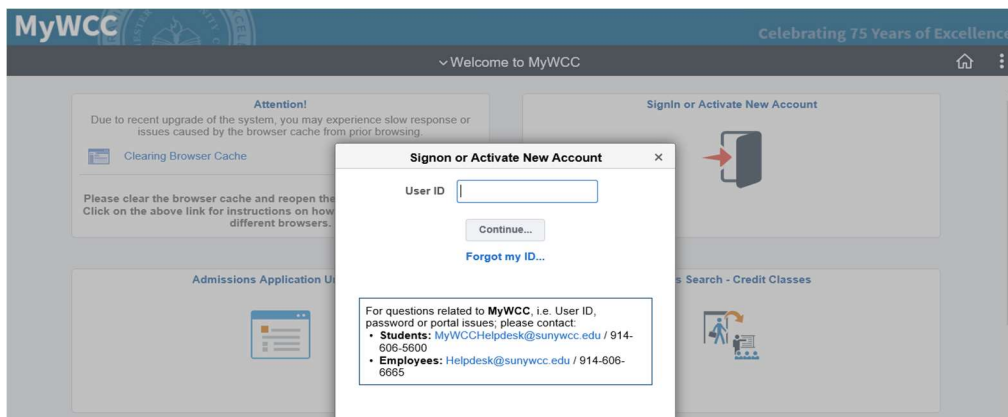
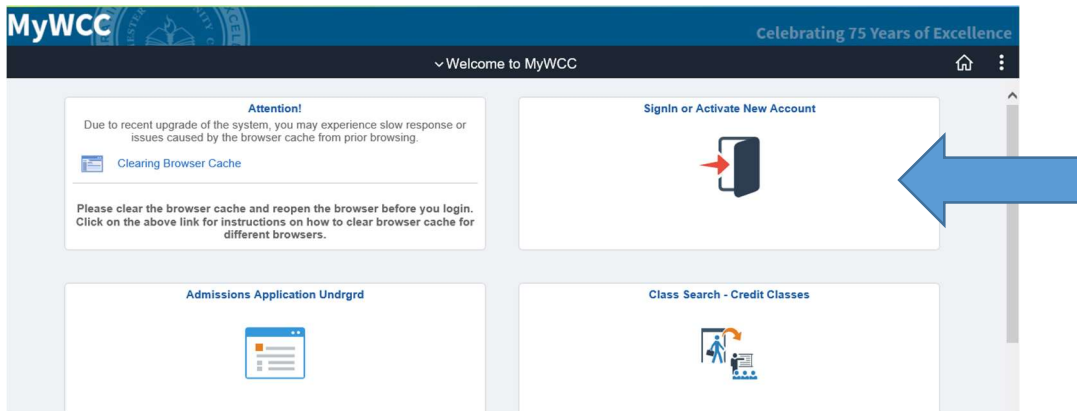
# How to Withdraw Courses Online

**\*You can withdraw from a course without academic penalty and receive a grade of 'W' on your transcript up**

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

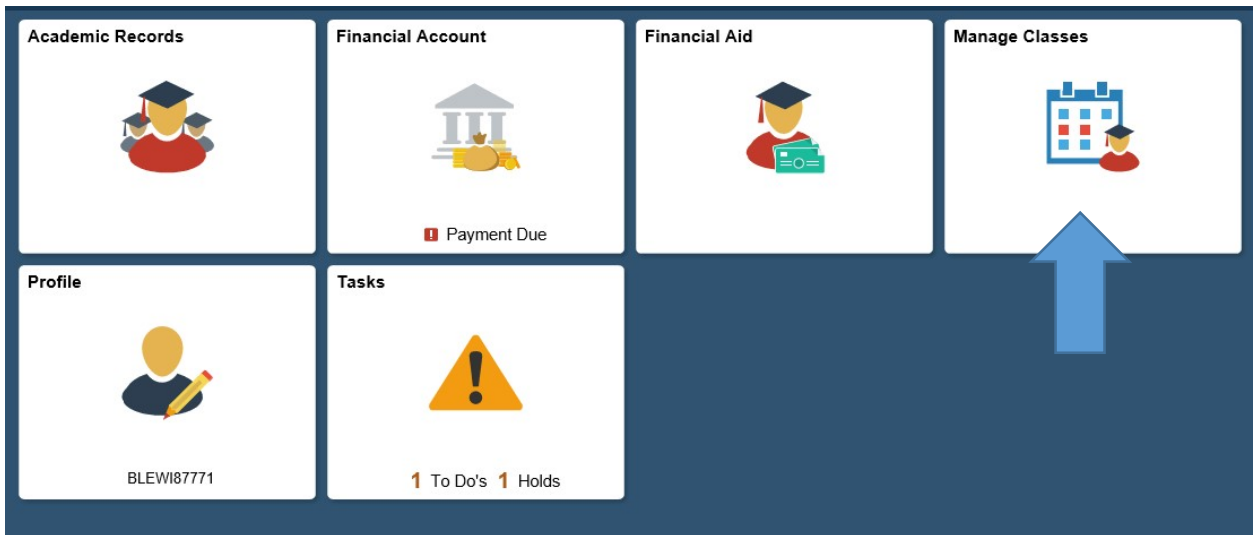
## STEP 1:

Go to the MyWCC Portal - [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) - and, under "SIGN IN", put in your "USER ID" and "PASSWORD". (If you have not already created your USER ID and PASSWORD previously, that must be done first!)



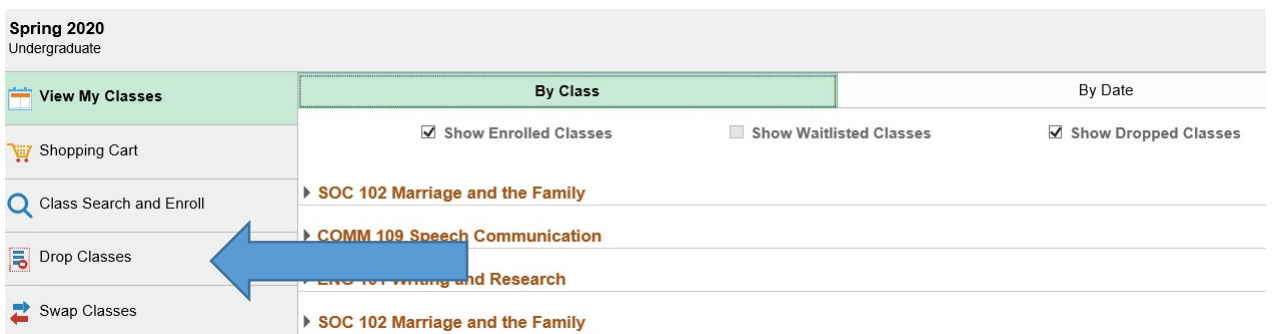
STEP 2:

Here you click onto the "Manage Classes" Tile



STEP 3:

From the menu, select "Drop Classes"



STEP 4:

*\*Before continuing, if you receive any form of Financial Aid, make sure to speak with a Financial Aid counselor. Withdrawing may affect your aid.\**

Choose the course you want to Withdraw from, by checking the box(es). Click **Next**

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" 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 Confirm by clicking “Drop Classes”

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - Sec CL06 Class# 13067	ENG 101 Writing and Research	Tuesday Friday 9:30AM to 10:45AM	Library 0016B	J. CHAMBERLAIN	3.00	Enrolled

STEP 6:

You are now Withdrawn from the Class!

Spring 2020 Undergraduate

- View My Classes
- Shopping Cart
- Class Search and Enroll
- Drop Classes

✔ **ENG 101 - Writing and Research**  
This class has been dropped and a penalty grade has been assigned. You have been given a grade of W for this class.