## **How to Drop Classes**



1. Log into **MyCLC** at the bottom of the CLC Website:

Then click on Student Center under the Launchpad on the left hand side:

Student Center

2. Click on the Manage Classes tile on the Student Homepage:



3. Click on Drop Classes on the left sidebar:



4. Select the Classes you want to drop by checking the box next to it:

× Exit		Drop Classes	S			۲	:
Spring 2019 Academic Career							
Select Classes to Drop In Progress	Step 1 o	of 2: Select Classes to	o Drop				
Review Classes to Drop	Select C	lass Description	Days and Times	Room	Instructor	Units	Status
2 Not Started		EDU 121 Introduction to Teaching	Monday Wednesday 10:00AM to 11:50AM	To be Announced	M. Proctor	3.00	Enrolled
		EDU 124 Child Development for Educator	Tuesday 2:30PM to 5:15PM	To be Announced	C. Hall	3.00	Enrolled
		ENG 122 English Composition II	Monday Wednesday 1:00PM to 2:20PM	To be Announced	Staff	3.00	Enrolled

## 5. Click Next:

× Exit		Drop Classes	S			Next >	
Spring 2019 Academic Career							
Select Classes to Drop Complete	Step 1 of 2:	Select Classes to	o Drop				
2 Review Classes to Drop Not Started	Select Class	Description	Days and Times	Room	Instructor	Units	Status
		EDU 121 Introduction to Teaching	Monday Wednesday 10:00AM to 11:50AM	To be Announced	M. Proctor	3.00	Enrolled
	M	EDU 124 Child Development for Educator	Tuesday 2:30PM to 5:15PM	To be Announced	C. Hall	3.00	Enrolled
		ENG 122 English Composition II	Monday Wednesday 1:00PM to 2:20PM	To be Announced	Staff	3.00	Enrolled

6. Review Classes to Drop and Click **Drop Classes**:

× Exit	Drop Classes				۲	Previo	us
Spring 2019 Academic Career							
Select Classes to Drop Complete	Step	Step 2 of 2: Review Classes to Drop			Drop Classes		
2 Review Classes to Drop Visited	Class	Description	Days and Times	Room	Instructor	Units	Status
		EDU 121 Introduction to Teaching	Monday Wednesday 10:00AM to 11:50AM	To be Announced	M. Proctor	3.00	Enrolled
		EDU 124 Child Development for Educator	Tuesday 2:30PM to 5:15PM	To be Announced	C. Hall	3.00	Enrolled

Class	Description	Days and Times	Room
	EDU 121 Introduction to Teaching	Monday Wednesday 10:00AM to 11:50AM	To be Annou
Co	nfirm that the following clas	s(es) are to be dropped	To be Annou

8. Review Confirmation page for any error messages, the green check mark 💙 means the drop was successful:

Confirmation					
~	EDU 121 - Introduction to Teaching This class has been dropped.				
~	EDU 124 - Child Development for Educators This class has been dropped.				

A red \* means you are unable to drop the class:

