

9.2 Drop Classes

Purpose: Use this document to reference how to drop classes in ctcLink through the Manage Classes tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

Drop Classes

Navigation: Student Homepage

1. Select the **Manage Classes** tile.
2. The **Manage Classes** menu is displayed on the left.
3. Select the **Drop Classes** link on the left menu.
 - If the student is enrolled in more than one term or college eligible for dropping, a college/term selector will appear. If not, skip to Step 4.
4. Select the **College and Term** for the drop (if applicable).

ctcLink Student Homepage	Select a Value
View My Classes	SUMMER 2019 Academic Career Clark College
View My Exam Schedule	
Enrollment Dates	SUMMER 2019 Academic Career Tacoma Community College
Class Search and Enroll	
Enroll by My Requirements	FALL 2019 Academic Career Tacoma Community College
Shopping Cart	
Drop Classes	
Update Classes	
Swap Classes	
Browse Course Catalog	
Planner	

5. The **Step 1 of 2: Select Classes to Drop** page displays.
6. Select the class to be dropped by checking the **Select** checkbox for that class.
 - Once the Select box is checked, the **Next** button appears at the top right.

7. Select the **Next** button.

Drop Classes

FALL 2019
Academic Career
Tacoma Community College

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	Units	Status
<input checked="" type="checkbox"/>	Lecture - Section 1 - Class Nbr 2445	ARAB 121 Arabic I	To be Announced	Building - Arranged	Staff	5.00	Enrolled
<input type="checkbox"/>	Lecture - Section 01 - Class Nbr 2308	CMST& 210 Interpersonal Comm [CCN]	Monday to Friday 11:30AM to 12:20PM	To be Announced	T.	5.00	Enrolled
<input type="checkbox"/>	Lecture - Section 01 - Class Nbr 2334	ENGL 103 English Composition 3	Monday to Friday 10:30AM to 11:20AM	To be Announced	L.	5.00	Enrolled

Next >

8. The **Review Classes to Drop** page displays.

9. Select the **Drop Classes** button.

Drop Classes

FALL 2019
Academic Career
Tacoma Community College

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	Units	Status
Lecture - Section 1 - Class Nbr 2445	ARAB 121 Arabic I	To be Announced	Building - Arranged	Staff	5.00	Enrolled

Drop Classes

10. A **Drop** confirmation box displays.

11. Select the **Yes** option.

Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room
Lecture - Section 1 - Class Nbr 2445	ARAB 121 Arabic I	To be Announced	Building - Ar

Confirm that the following class(es) are to be dropped

Yes

No

12. A confirmation of the drop displays.
13. Select the **View My Classes** link on the left menu, then select the **Term/College** (if applicable).
14. The **View My Classes** page displays.
15. Verify that the **Show Dropped Classes** is selected and verify that the class selected in steps above shows with a status of "Dropped".

FALL 2019
Academic Career
Tacoma Community College

Change

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

Enroll by My Requirements

By Class

☒ Show Enrolled Classes ☐ Show Waitlisted Classes ☒ Show Dropped Classes

CMST& 210 Interpersonal Comm [CCN]

ENGL 103 English Composition 3

ACCT& 202 Principles Of Acctnt II [CCN]

ARAB 121 Arabic I


Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Dropped	5.00	Graded		Academic	

Class	Start/End Dates	Days and Times	Room
Lecture - Section 1 - Class Nbr 2445	09/23/2019 - 12/13/2019	Days: To be Announced Times: To be Announced	Building - Arranged

Enrollment Deadlines

ART 102 Two-Dimensional Design

16. Process complete.

 Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)