9.2 Drop Classes

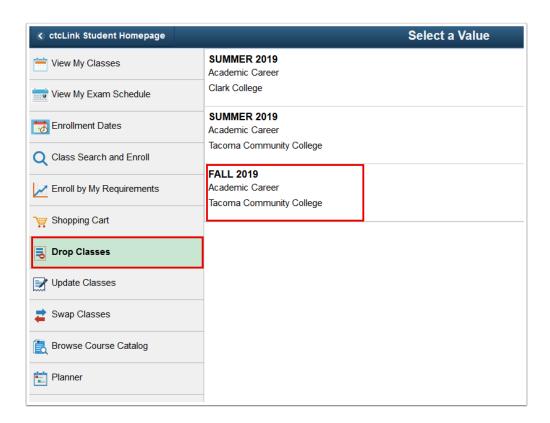**Purpose:** Use this document to reference how to drop classes in ctcLink through the Manage Classes tile on the ctcLink Student Homepage.

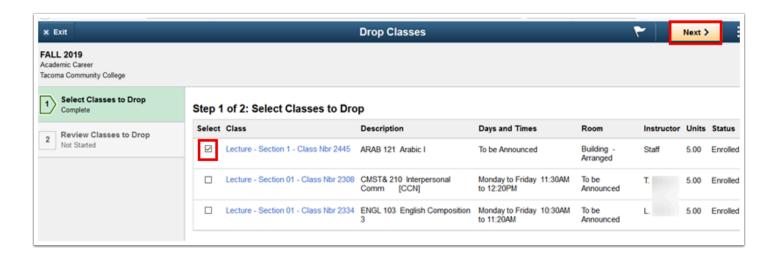**Audience:** Students; Student Services staff.

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).

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.
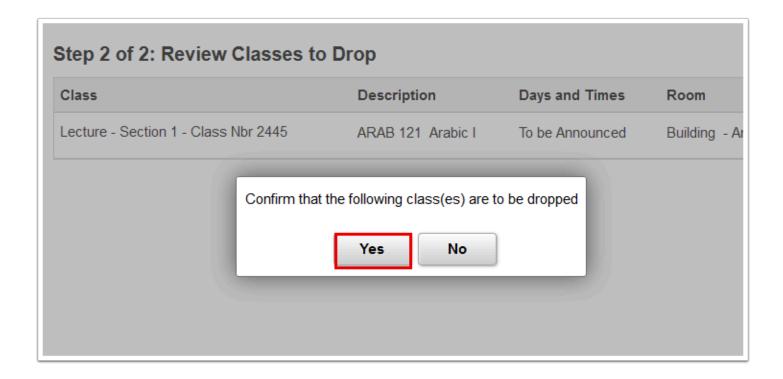   - Once the Select box is checked, the **Next** button appears at the top right.
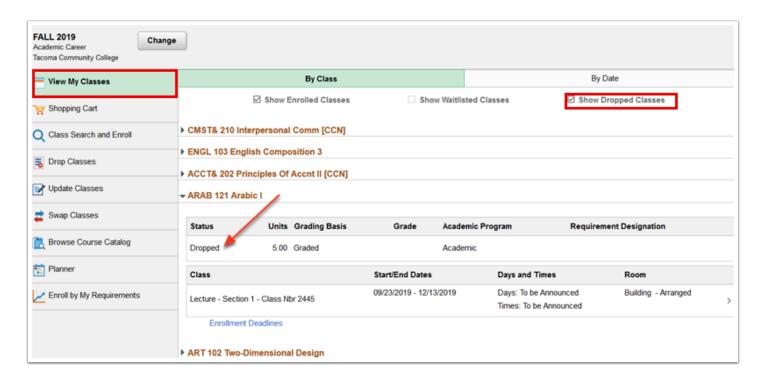
7. Select the **Next** button.

8. The **Review Classes to Drop** page displays.
9. Select the **Drop Classes** button.

10. A **Drop** confirmation box displays.
11. Select the **Yes** option.

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".

16. Process complete.

ℹ️ 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.](#)