When dropping a class, **always be aware of the drop/refund deadline** for the class. In order to receive a refund or avoid being charged for tuition and fees, you must drop your class by the class’s drop/refund deadline. Drop/refund deadlines vary based on class dates and length. To view drop/refund deadlines for specific classes, visit the [Registration Important Dates](#) webpage.

1. Go to the MCC website ([www.muskegoncc.edu](http://www.muskegoncc.edu)) and click “MyMCC” near the top right.

2. After logging in to MyMCC, click the “Self-Service” tile near the top-left ([click here for help logging in to MyMCC](#)).
3. Click the “Student Planning” tile on the Self-Service Main Menu page.

4. Click the “Go to Your Plan & Schedule” link on the right side of the page.

5. On the “Plan and Schedule Your Classes” page, use the arrows near the top-left to navigate to the semester for which you want to drop classes.

Click the blue “Drop” button under each class you wish to drop.
6. A pop-up window will open to confirm the class you wish to drop. Be sure the class is checked under “Select Sections to drop” and then click “Update”.
If the “Drop” button under the class is gray and you are unable to click it, there may be a hold on your student account that prevents you from adding or dropping any classes at this time. See the error message in the top-right corner of the page, which should indicate how you can clear the hold or who you may contact about the hold.

7. Always confirm that your drop was processed successfully. If you are dropping a class before it has started, the blue button under the class will say “Register” after you have dropped the class. If you are dropping a class after it has already started, the class will be removed from your course plan for that semester.
**ADDITIONAL HELP**

**Need Help Dropping?**
For help with dropping a class, please email registration@muskegoncc.edu from your MCC email account and include your name, MCC student ID number, and the specific course section(s) you wish to drop.

**Unsure about Dropping?**
If you are unsure about whether you should drop a class, talk to your instructor. You may be closer to passing the class than you realize! Your instructor may also be able to provide you with information that may help you make a decision about dropping the class.

You may also wish to speak with a MCC Counselor for additional guidance on whether you should drop your class. Go to www.muskegoncc.edu/counseling for information about meeting with a Counselor.

**Financial Impact of Dropping**
There are sometimes financial consequences of dropping a class. Always be aware of the drop/refund deadline for your class before you decide to drop it. To view drop/refund deadlines for specific classes, visit the Registration Important Dates webpage.

For questions about the impact of dropping a class on your financial aid, contact the Financial Aid Office at fa@muskegoncc.edu or (231) 777-0228.

**Having Personal and/or Academic Concerns?**
The MCC Care Team is available to help you with challenges you may be having, whether those challenges are inside or outside of the classroom. Current students may connect with the Care Team by submitting a Student Care Report Form on MyMCC or by emailing the Care Team at mcccareteam@muskegoncc.edu. After submitting a Student Care Report Form, a Care Team member will contact you within 24 business hours.