

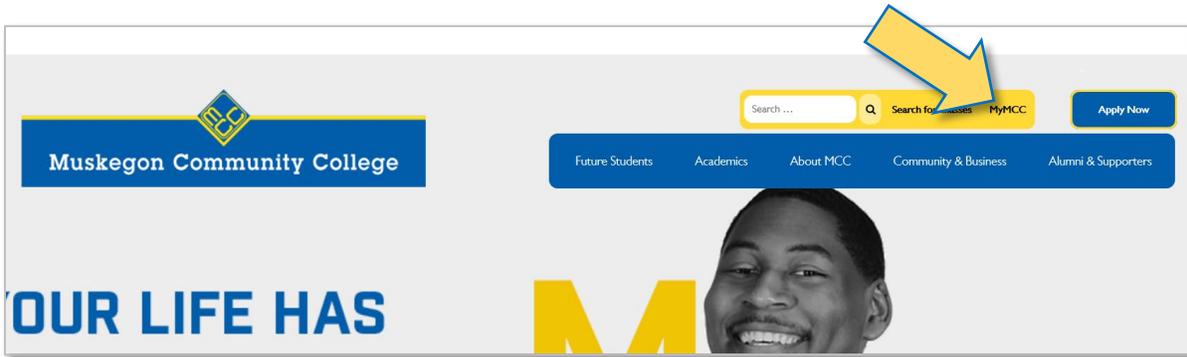
# DROPPING CLASSES AT MCC

STEP-BY-STEP INSTRUCTIONS FOR DROPPING MCC CLASSES ONLINE



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.

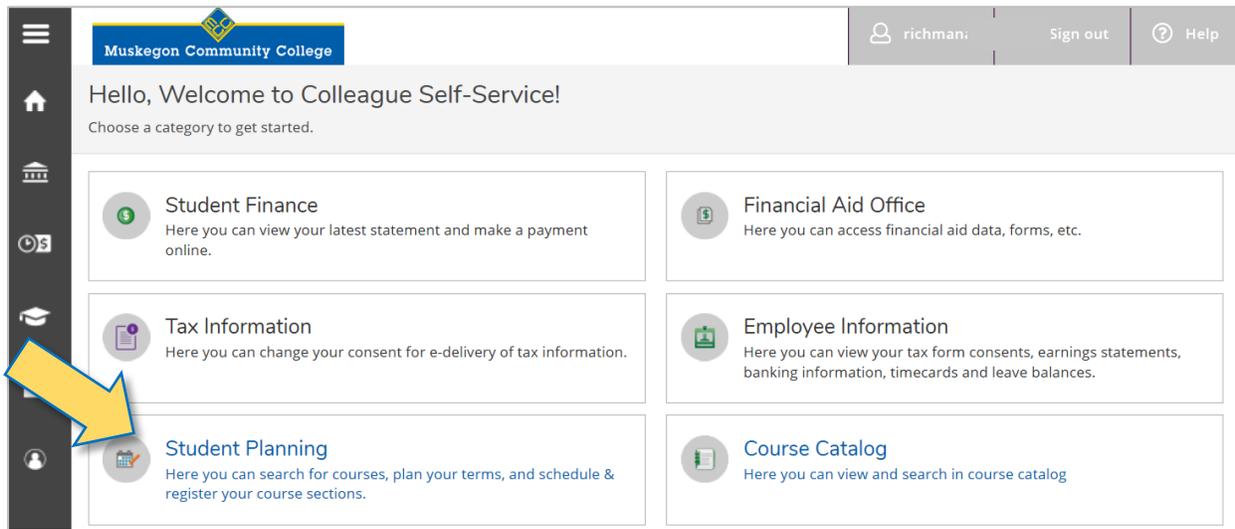
1. Go to the MCC website ([www.muskegoncc.edu](http://www.muskegoncc.edu)) and click “MyMCC” near the top right.



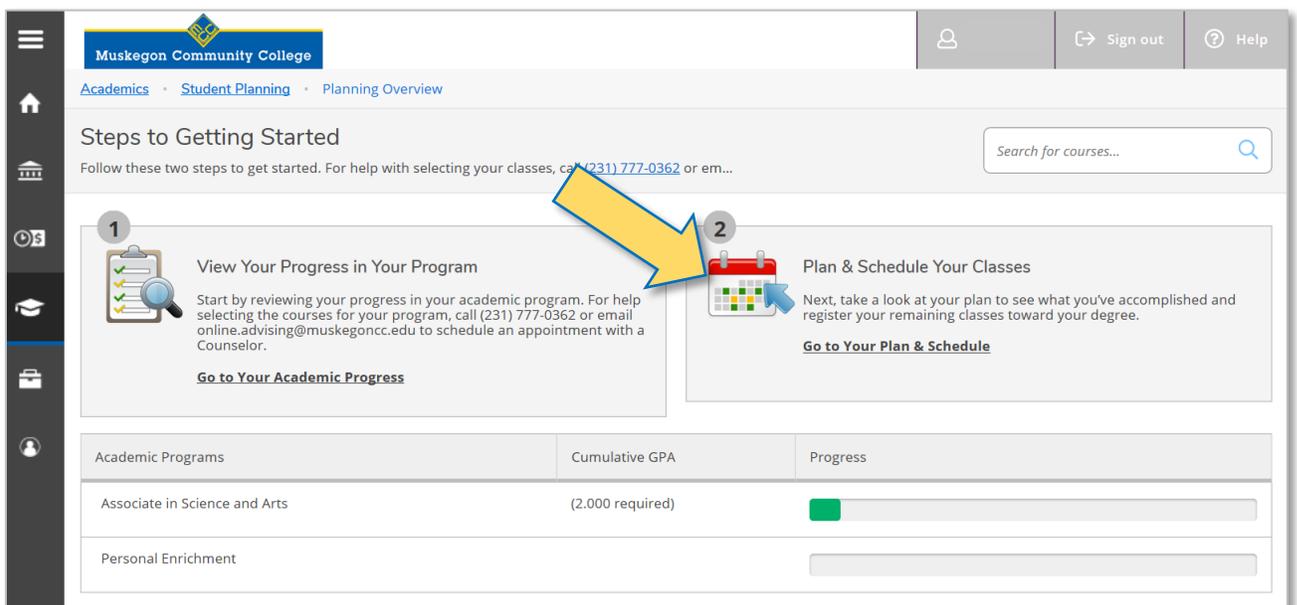
2. After logging in to MyMCC, click the “Self-Service” tile near the top-left ([click here for help logging in to MyMCC](#)).



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.

Use the arrows to navigate to the appropriate semester.

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".**

Register and Drop Sections

You have elected to drop: ASL-101-F01X (3 Credits)

Select sections to drop:

- ASL-101-F01X (3 Credits)

Cancel 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.

This screenshot shows the 'Plan and Schedule Your Classes' page for Muskegon Community College. The interface includes a navigation menu on the left, a top header with the college name and user profile, and a main content area with tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, displaying a grid for Fall 2021. A class entry for 'American Sign Language I' is visible, with a gray 'Drop' button. A callout box points to this button with the text: 'If the “Drop” button is gray, you may have a hold on your account that prevents you from adding or dropping classes at this time.' In the top right corner, there are two error messages: a blue one stating 'Tuition Balance Due' and a red one stating 'Tuition Balance Due. Please contact Financial Services 231-777-0249.' A yellow arrow points from the red error message to the 'Drop' button.

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.

This screenshot shows the 'Plan and Schedule Your Classes' page for Muskegon Community College. The interface is similar to the previous one, but the 'Drop' button for the 'American Sign Language I' class is now a blue 'Register' button. A callout box points to this button with the text: 'If the blue button under the class says “Register” or if the class has been removed from your course plan, you have successfully dropped the class.' The top right corner now shows a 'Sign out' button and a 'Help' button. The status bar at the bottom indicates 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A yellow arrow points from the callout box to the 'Register' button.

## **ADDITIONAL HELP**

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### **Need Help Dropping?**

For help with dropping a class, please email [registration@muskegoncc.edu](mailto: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](http://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](mailto: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](mailto:mcccareteam@muskegoncc.edu). After submitting a Student Care Report Form, a Care Team member will contact you within 24 business hours.