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 <u>Registration Important Dates</u> webpage.

I. Go to the MCC website (<u>www.muskegoncc.edu</u>) 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.

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A Hello, Welcome to Colleague Self-Service! Choose a category to get started.										
<u>بات</u> ک	Student Finance Here you can view your latest statement and make a payment online.			Financial Aid Office Here you can access financial aid data, forms, etc.						
ğ		Tax Information Here you can change your consent for e-delivery of tax information.		Employee Information Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.						
•		Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.		Course Cat Here you can v	alog iew and search in cou	irse catalog				

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

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∩	Steps to Getting Started Follow these two steps to get started. For help with selecting your classes,	Search for courses Q						
0)53 () ()	Understand View Your Progress in Your Program Start by reviewing your progress in your academic program, call (231) 777-03 online.advising@muskegoncc.edu to schedule an appoir Counselor. Go to Your Academic Progress	Plan & Schedule Your Clas Next, take a look at your plan to register your remaining classes <u>Go to Your Plan & Schedule</u>	Ses See what you've accomplis toward your degree.	hed and				
3	Academic Programs	Cumulative GPA	Progress	Progress				
	Associate in Science and Arts	(2.000 required)						
	Personal Enrichment							

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".

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•	Academics Student Planning Plan & Schedule							
≞	Plan and Schedule Your Classes							
e).	Schedule Timeline Advis	ing Petitions & Waivers						
	✓ > Fall 2021	Register and Drop Sections						
<u>_</u>	♀ Filter Sections	You have elected to drop: ASL-101-F01X (3 Credits)	E					
	ASL-101-F01X: American Sign La	Select sections to drop: ASL-101-F01X (3 Credits)	1					
	✓ Registered, but not started	Cancel						
	Credits: 3 Credits Grading: Graded	10am						

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.

Muskegon Community College	If you are u classes onli messages f about how registration	inable to ine, see or inforr to clear n/drop h	o drop the error nation your old.	C→ Sign out ⑦ Help				2			
 Plan and Schedule Your Classes Schedule Timeline Advising Petitions & Waivers Estl 2021 						You have an outstanding account balance. Please use WebAdvisor to pay your balance. <u>Pay using WebAdvisor</u>					
						Tuition Balance Due. Please contact Financial Services 231-777-0249.					
Image: Sections											
If the "Drop" button is gray, you may have a hold on ut not starte	anguage I 8am	Sun	MOIT		weu	mu			•		
your account that prevents you from adding or dropping classes at this time.	9am 10am										
8/23/2021 to 12/11/2021 Meeting Information	11am										
Drop View available sections	12pm 1pm										

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 is has already started, the class will be removed from your course plan for that semester.

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Academics · Student Planning · Plan & Schedul	Academics Student Planning Plan & Schedule											
net Plan and Schedule Your Classes							Search for courses					
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✓ > Fall 2021 - +	\subset	Remove Planned Courses Register for All										
Filter Sections Save to iCal View/Print Schedule Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits Credits View/Print Schedule												
If the blue button under the class says "Begister" or	^	Sun	Mon	Tue	Wed	Thu Fr	i Sat					
if the class has been removed from your course	8am											
plan, you have successfully	9am											
dropped the class.	10am											
Seats Available: 2 Meeting Information	11am											
Register	1pm											

Need Help Dropping?

For help with dropping a class, please email <u>registration@muskegoncc.edu</u> 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 <u>www.muskegoncc.edu/counseling</u> 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 <u>fa@muskegoncc.edu</u> 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 <u>Student</u> <u>Care Report Form</u> on MyMCC or by emailing the Care Team at <u>mcccareteam@muskegoncc.edu</u>. After submitting a Student Care Report Form, a Care Team member will contact you within 24 business hours.