

HOW DO I DROP A CLASS?

- 1) Log on to [MyMHCC \(my.mhcc.edu\)](https://my.mhcc.edu).
- 2) Under the Frequently Used Links section, click on "Register for Classes."

The screenshot shows the MyMHCC website interface. At the top left is the logo 'My.mhcc.edu'. Below it are several sections: 'My Class Schedule' showing a table for 'Course Schedule for High School Recovery Test' with columns for Course, Title, and Meets; 'Navigate for Students' with a list of helpful links and a 'NAVIGATE' button; 'Online Learning' with information about Blackboard Learn and eLearning; and 'My Courses' with a dropdown menu. On the right side, there is a 'My Alerts' section with registration dates for Fall and Summer terms, and a 'Schedule Info' link. Below that is a 'Frequently Used Links' section with a list of links. A red arrow points to the 'Register for Classes' link in this list.

- 3) Click on "Add/Drop Courses"

The screenshot shows the 'Add/Drop Courses' page. At the top is a red header with the text 'Add/Drop Courses'. Below that is a section titled 'Add/Drop' containing an alert: 'Alert: Student Registration is open from 06/18/2020 to 12/12/2020.' and 'Current Term: Fall Term - 2020'. There are two buttons: 'Add/Drop Courses' and 'Course Search'. A red arrow points to the 'Add/Drop Courses' button. Below the buttons is a section titled 'Your Schedule (Registered)' with a table showing the current course.

Course	Title	Status
ISTM151N-W1	Preparation for Network+	Current

Below the table is a section titled 'Instructions for Auditing a Course' with the text: 'To audit a course section you must first register for the section, then once registered request the grade type be switched to an audit [here](#).'

- 4) Under "Your Schedule (Registered)" section, click to check the box to left of the class you want to drop, and then click "Drop Selected Courses."

The screenshot shows the 'Register' web application interface. At the top, there's a red header with 'Add/Drop Courses - Add/Drop Courses'. Below it, the 'Add/Drop' section includes a term dropdown set to 'Fall Term (FA) 2020' and a yellow notification bar stating 'Add/Drop course period is OPEN. Student Registration is open from 06/18/2020 to 12/12/2020.' A grey bar indicates 'You are currently registered for 4 credits.' The 'Add by Course Code' section has several dropdown menus for Title, Course Code, Term, Department, and Course Program, all set to 'All'. A red arrow points to the 'Search' button. Below this is the 'Your Schedule (Registered)' section, which contains a table with the following data:

Drop	Swap	Title	Title	Schedule	Location	Credits	Grading Type	Refund Date
<input type="checkbox"/>	<input type="radio"/>	ISTM151N-W1	Preparation for Network-	00:00-00:00AM	DL Campus Distance Learning WEB	4.0	Letter Grade (LT)	09/27/2020

Below the table are 'Drop Selected Courses' and 'Swap' buttons. A red arrow points to the 'Drop' checkbox, and another red arrow points to the 'Refund Date' column.

The message will then appear indicating the course was "Successfully Dropped!"

The screenshot shows the 'Messages' section of the web application. A red arrow points to a notification message: 'ISTM151N-W1 Successfully Dropped!'. Below the message is the same search form as in the previous screenshot, with dropdown menus for Title, Course Code, Term, Department, and Course Program, and 'Search' and 'More Search Options' buttons. Below the search form is the 'Your Schedule (Registered)' section, which now displays a grey bar with the text 'No Current Courses for the selected Term and Division.' and the 'Drop Selected Courses' and 'Swap' buttons.

IMPORTANT NOTE:

In order to not be charged for a course, you must drop it by the course's refund date, which is listed on your schedule as shown above.

If you need assistance using the web registration system, please contact the [Student Services HUB](#).