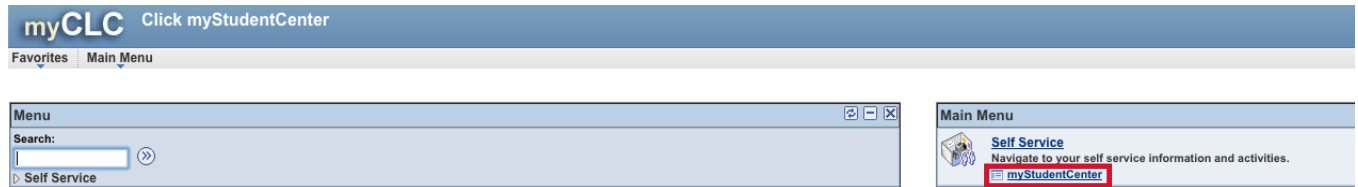


Steps to Dropping Classes

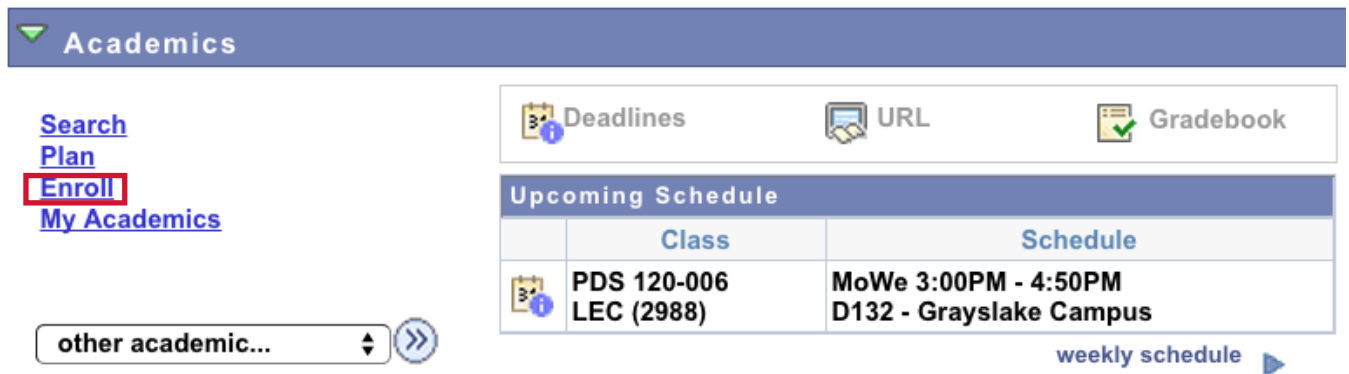
1. Log into **MyCLC** at the bottom of the CLC website. Then click on Student Center on the left hand side.



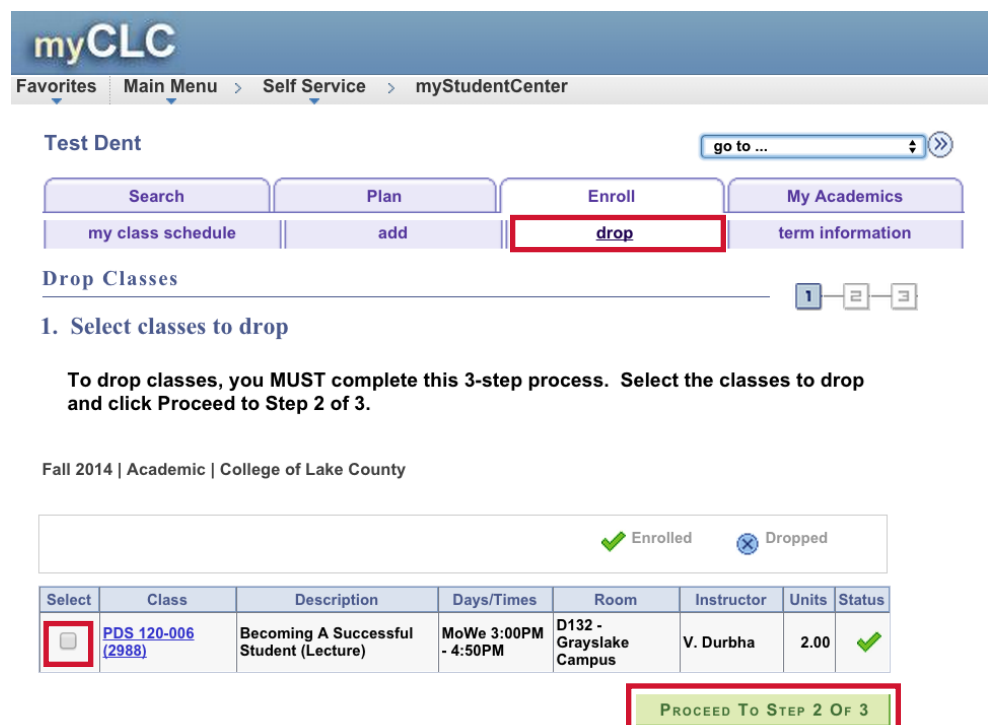
2. Click on **myStudentCenter** under Self-Service.



3. Under **Academics**, click on **Enroll**.



4. Click on the tab labeled **“drop”**. If it is not on the term you wish to drop classes from, select the correct term and click continue. Check the box next to the classes you wish to drop, then click on **“Proceed to Step 2 of 3”**.



5. Confirm you have selected the correct classes and click on “Proceed to Step 3 of 3”.

myCLC

Favorites Main Menu > Self Service > myStudentCenter

Test Dent go to ...

Search Plan Enroll My Academics

my class schedule add drop term information

Drop Classes 1 2 3

2. Confirm your selection

You must click Proceed to Step 3 of 3 to complete your drop request and remove the class(es) from your schedule. To exit without dropping these classes, click Cancel.

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Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
PDS 120-006 (2988)	Becoming A Successful Student (Lecture)	MoWe 3:00PM - 4:50PM	D132 - Grayslake Campus	V. Durbha	2.00	✓

CANCEL PREVIOUS **PROCEED TO STEP 3 OF 3**

6. If you see the green check mark in the “Status” column, you have successfully dropped the classes you selected. Click on “My Class Schedule” to view your updated schedule.

myCLC

Favorites Main Menu > Self Service > myStudentCenter

Test Dent go to ...

Search Plan Enroll My Academics

my class schedule add drop term information

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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Success: dropped Error: unable to drop class

Class	Message	Status
PDS 120	Success: This class has been removed from your schedule.	✓

7. Confirm that your schedule is accurate.



Favorites Main Menu > Self Service > myStudentCenter

Test Dent

go to ...

Search	Plan	Enroll	My Academics
my class schedule	add	drop	term information

My Class Schedule

Select Display Option List View Weekly Calendar View

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You are not registered for classes in this term.
