

Drop/Withdraw Classes

















Please note that dropping/withdrawing from a class:

- May impact your Financial Aid and/or your student account balance.
- Does not guarantee a refund. Pay attention to key refund dates each quarter.
- Could impact your college transcript and GPA.

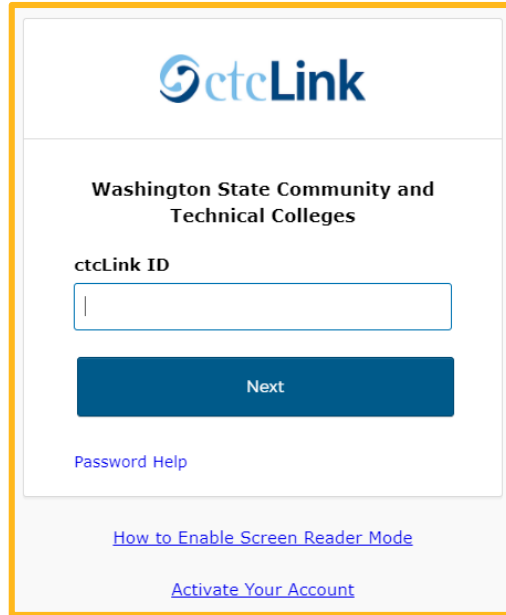
Before dropping/withdrawing from a class, you are strongly encouraged to talk to a Financial Aid Specialist. If you are part of a special population program that provides funding, you are strongly encouraged to speak with them as well (ex: Veterans, Worker Retraining, WorkFirst, BFET, Opportunity Grant).

Step 1 (*Student View*)

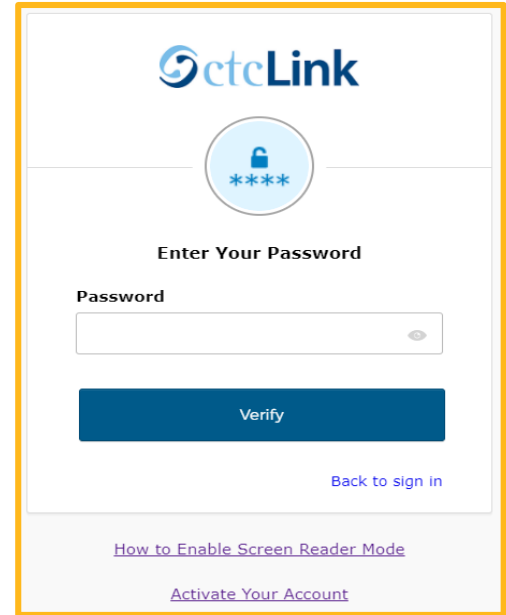
 ctcLink Login	 (ctcLink help)	 Class Search	 Canvas Login	 Find My Advisor
 College Catalog	 Legend Login	 Financial Aid	 Find My Books	 Email Login
 Calendar	 Contact Security	 LWTech Homepage	 LionsLink Twitter	<p>Tweets by @LWTechLionsLink</p> <p>Hmm, an empty timeline. That's weird.</p> <input type="button" value="Check for Tweets"/>

Step 2

Enter your **'ctcLink ID'** number, and click on the **'Next'** button. Then enter your **'Password'** and click on the **'Verify'** button.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text reads "Washington State Community and Technical Colleges". The label "ctcLink ID" is positioned above a text input field. A dark blue button labeled "Next" is centered below the input field. At the bottom left, there is a link for "Password Help". At the bottom center, there are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".

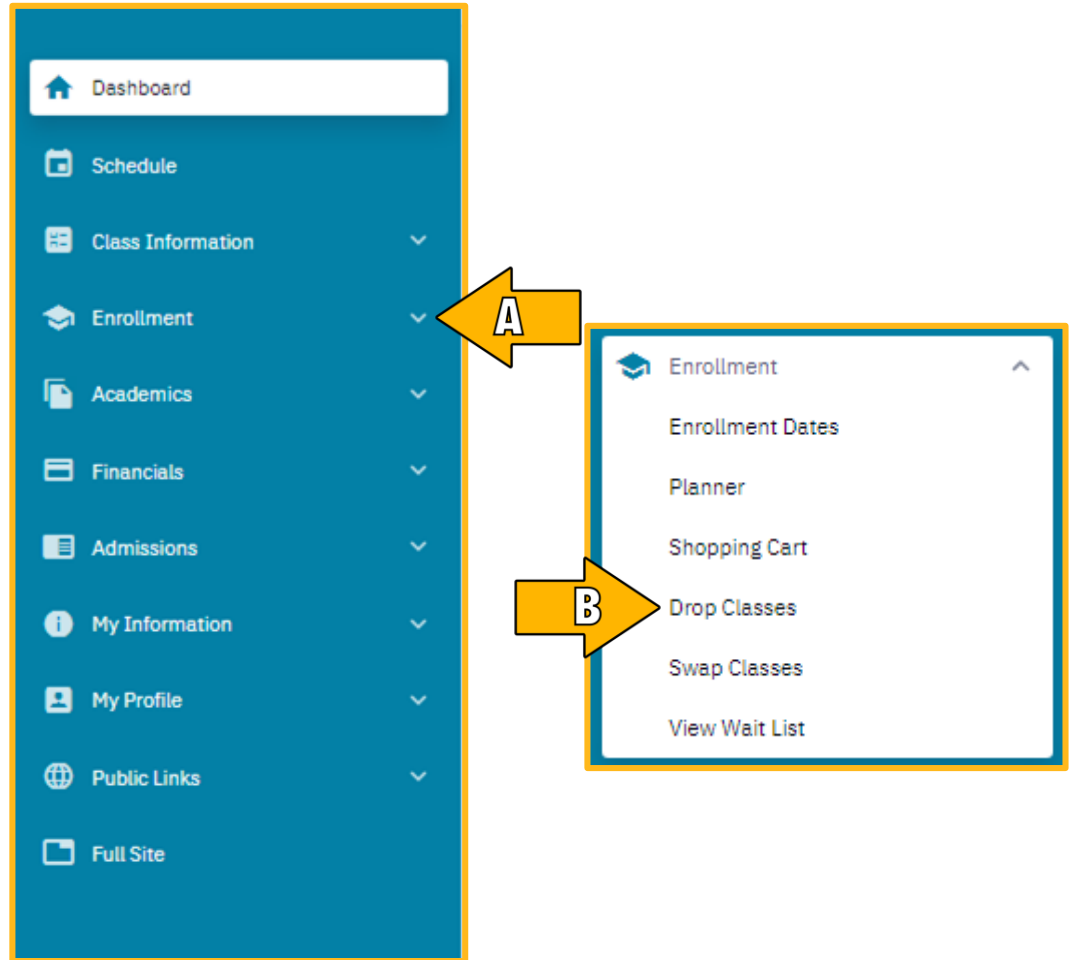


The screenshot shows the ctcLink login interface at the password entry stage. At the top is the ctcLink logo. Below it is a circular icon containing a lock and the text "****". The text "Enter Your Password" is centered above a password input field with a toggle eye icon on the right. A dark blue button labeled "Verify" is centered below the input field. At the bottom right, there is a link for "Back to sign in". At the bottom center, there are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".

Step 3

On the left side navigation bar, click on **'Enrollment'** (A).

In the newly appeared dropdown, select **'Drop Classes'** (B).



Step 4

Check the box next to the class you want to drop (A).

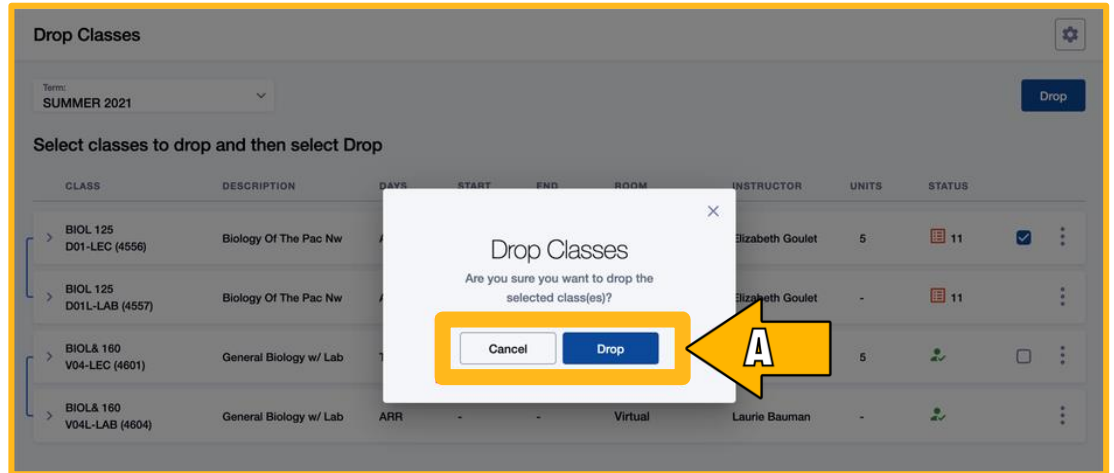
Click on 'Drop' (B) button.

The screenshot shows a web interface titled "Drop Classes" for the term "SUMMER 2021". Below the title is a table of classes to be dropped. The table has columns for CLASS, DESCRIPTION, DAYS, START, END, ROOM, INSTRUCTOR, and UNITS. The first row is highlighted, and a yellow arrow labeled "A" points to a checked checkbox in the rightmost column of that row. A second yellow arrow labeled "B" points to a blue "Drop" button in the top right corner of the interface, which is also highlighted with a red box.

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	
> BIOL 125 D01-LEC (4556)	Biology Of The Pac Nw	ARR	-	-	Online	Elizabeth Goulet	5	<input checked="" type="checkbox"/>
> BIOL 125 D01L-LAB (4557)	Biology Of The Pac Nw	ARR	-	-	Online	Elizabeth Goulet	-	<input type="checkbox"/>
> BIOL& 160 V04-LEC (4601)	General Biology w/ Lab	TuTh	10:50 am	1:00 pm	Virtual	Laurie Bauman	5	<input type="checkbox"/>
> BIOL& 160 V04L-LAB (4604)	General Biology w/ Lab	ARR	-	-	Virtual	Laurie Bauman	-	<input type="checkbox"/>

Step 5

Click on **'Drop'** (A) on the confirmation message or **'Cancel'** to go back.



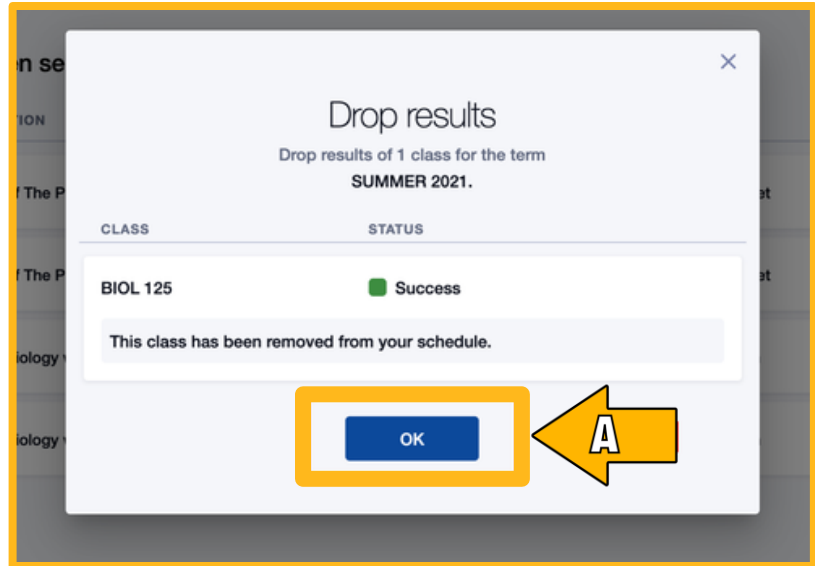
The screenshot displays a web interface for dropping classes. At the top, there is a 'Drop Classes' title and a 'Term' dropdown menu set to 'SUMMER 2021'. A 'Drop' button is visible in the top right corner. Below this, a table lists classes to be dropped. A modal dialog box is open in the center, asking for confirmation to drop the selected class(es). The dialog has two buttons: 'Cancel' and 'Drop'. A yellow arrow labeled 'A' points to the 'Drop' button. The background table shows the following data:

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
BIOL 125 D01-LEC (4556)	Biology Of The Pac Nw					Elizabeth Goulet	5	11
BIOL 125 D01L-LAB (4557)	Biology Of The Pac Nw					Elizabeth Goulet	-	11
BIOL& 160 V04-LEC (4601)	General Biology w/ Lab						5	
BIOL& 160 V04L-LAB (4604)	General Biology w/ Lab	ARR	-	-	Virtual	Laurie Bauman	-	

Step 6

You have successfully dropped/withdrawn from classes.

Click on **'OK' (A)** to return to your schedule.



Still need help, have questions?

StudentHelp@batestech.edu

253.680.7055