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)
Step 2
Enter your ‘ctcLink ID’ number, and click on the ‘Next’ button. Then enter your ‘Password’ and click on the ‘Verify’ button.
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.
Step 5
Click on ‘Drop’ (A) on the confirmation message or ‘Cancel’ to go back.
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You have successfully dropped/withdrawn from classes.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
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