

How to Drop a Class

*This step is after you have successfully registered for your class(es) in Self-Service.

1. Go to my.clackamas.edu
2. Log-in using your CCC user log-in name and password
*If you do not know this, please contact Registration@clackamas.edu or call 503-594-6074
3. On the left hand side, select “Self Service” and then “Self Service: Student”

The screenshot shows the myClackamas website interface. At the top left is the Clackamas Community College logo. On the top right are links for 'STUDENTS', 'STAFF', and 'LOG OUT'. Below the logo is a navigation menu with 'CougarTrax' expanded, showing 'Navigate new', 'Self Service', and sub-items like 'Self Service: Student', 'Quick Start Guide', and 'Video Guide'. The 'Self Service' item is circled in red. In the center, there is a 'moodle login' section with instructions and a 'COVID-19 Updates' box. On the right, there is a 'myWeek' section with a calendar for May 2020 showing the current date as Tuesday, May 05, 2020.

4. Log-in again using your CCC user log-in name (do not include “@student.clackamas.edu”) and your password.
5. Select “Student Planning”
6. Select “Go to Plan & Schedule” (typically on the right hand side)
7. Depending on the class you are hoping to drop, **you may need to select the right or left arrow to toggle over to the appropriate term for your registered class.**

The screenshot shows the 'Plan your Degree and Schedule your courses' page. At the top is a search bar with the text 'Search for courses...'. Below the search bar are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active. In the 'Schedule' section, there are navigation arrows for 'Spring Term 2020', with the right arrow circled in red. Below the navigation are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary shows 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A blue box on the left says 'No Courses Selected For This Term'. On the right, a calendar grid shows days of the week (Sun-Sat) and times (8am-9am).

8. Once you have found the term for the class you hope to drop, **scroll down on the far left side to find the class you hope to drop.**

See next page.

9. When you find the class you hope to drop and select the “Drop” button

BA-104-02: Business Math

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor: Aman, J
3/30/2020 to 6/13/2020

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							

A small screen will appear to confirm your action; you will then select “Update”

*Once you have successfully dropped the course, the class will go from green to yellow

10. Please note: there are specific deadlines to dropping a class. Depending on when you drop this course, there may be financial consequences. If you have questions about how dropping a class(es) may impact your Financial Aid, please email finaid@clackamas.edu or call 503-594-6082. If you have general questions pertaining to your degree/certificate, please contact the Advising Center at advising@clackamas.edu or call 503-594-3475.