



# Follow the directions below to drop a class

#### 1. Login to the <u>myCuesta portal</u>.

TIP: Account locked or forgot password? Click here for Portal Guard Self-Service help.

## 2. Click Student Registration Services portlet.

**TIP:** Click the star to add portlet to your *my*Cuesta Favorites bar.

## Need to Check Drop Deadline?

Click on *My Class Schedule/Receipt* 

ļ	istration		
	Registration Status Check your registration status before attempting to register. View holds, status of registration petitions, and prerequisite clearance. View Holds		
	My Class Schedule/Receipt For class schedule, course registration deadling, and for tax credit purposes, print this Schedule/Receipt.		
	Select Term Registration term available when view complete priority registration policy.		
	Register (Add/Drop Classes) Register for classes, make changes to your standule by adding or dropping classes.		
	Optional Fees Purchase a student parking permit and/or ASCC Student 9, card for the term.		
	Find Classes View classes offered for the term selected.		
	Student Detail Schedule/Waitlist Position View or print your class schedule for the term selected.		
	Week at a Glance A week's view of your class schedule with option to view future academic calendar weeks		
	Account Detail for Term View your student account balance with details of the charges. Pay fees owed online with a credit on tabit card.		
	Registration History View registration transactions of current and past terms, including withdrawn, dropped, and/or canceled class		



## 3. To drop a class, select Registration menu, click on Register (Add/Drop Classes).

#### Select term and click SUBMIT.

Under *Current Schedule* and *Action*, select the drop-down beside the course(s) you wish to drop.

Current Schedule		
Status	Action	CRN
**Registered** on Jan 31, 2021	None 🗸	34603
	None	]
Total Credit Hours: 1,000	Drop No Grade/No Refund	

Below are the drop options you will be provided, based on the date you drop and course status.

- > **Drop Delete From Schedule**: Before class/semester begins and registration fees credited/refunded.
- Drop-Partial Refund: After course/semester begins, within 10% of course or end of 2nd week of full-term course. Partial refund of enrollment fee and nonresident fee only.
- > Drop No Grade/No Refund: After 10% and within 20% of course, with no grade/W and no refund of fees.
- Drop Withdrawn: After 20% and within 60% of short course, with W for withdrawal symbol on transcript and no refund. End of 12th week for full-term course.
- None: Too late to withdraw or drop the course as past last drop with W deadline. You will be assigned a letter grade for the course by the instructor.

### 4. Click Submit Changes to process your request.

#### 5. View Your Schedule

- To confirm you have officially dropped course(s) and received fee credit/refund if dropped within deadline, return to *Registration Menu*.
- Select *My Class Schedule/Receipt*. Dropped courses should be removed from schedule.
- Print and keep for your records.