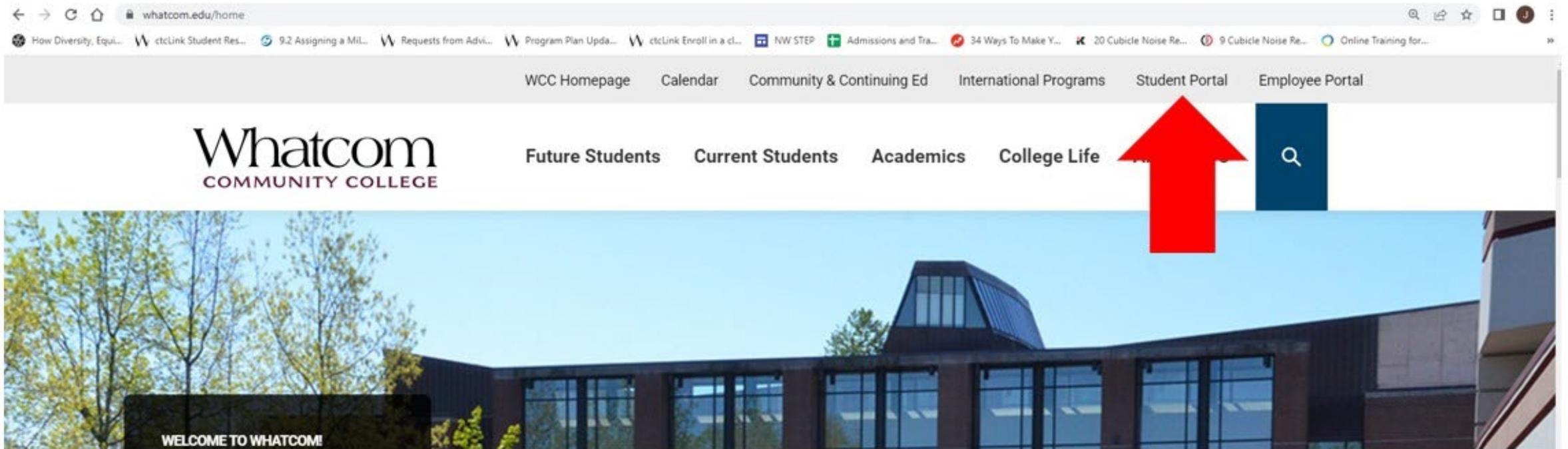


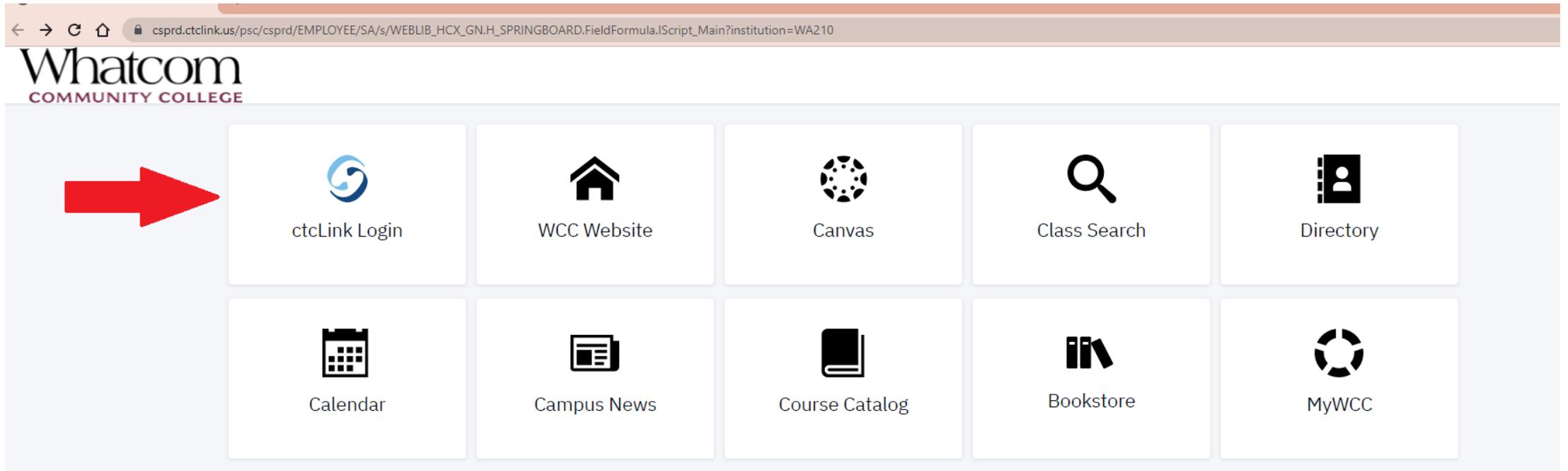
ctcLink

How to drop a class

Step 1: Open a browser and go to WCC homepage (whatcom.edu). Then, click on student portal



Step 2: Click on ctcLink logo and log-in.



The screenshot shows a web browser window with the URL `csprd.ctclink.us/psc/csprd/EMPLOYEE/SA/s/WEBLIB_HCX_GN.H_SPRINGBOARD.FieldFormula.IScript_Main?institution=WA210`. The page header features the **Whatcom** logo and **COMMUNITY COLLEGE** text. Below the header is a grid of ten service tiles. A red arrow points to the **ctcLink Login** tile, which is the first tile in the top row. The other tiles are: **WCC Website**, **Canvas**, **Class Search**, **Directory**, **Calendar**, **Campus News**, **Course Catalog**, **Bookstore**, and **MyWCC**.

 ctcLink Login	 WCC Website	 Canvas	 Class Search	 Directory
 Calendar	 Campus News	 Course Catalog	 Bookstore	 MyWCC

Step 3. Click on enrollment from the left-hand menu

The image shows a student dashboard interface. On the left, a vertical navigation menu is visible, with the 'Enrollment' option highlighted by a red circle. The main content area displays a greeting 'Hello Whatcom Community!' and navigation tabs for 'General', 'Academics', and 'Financials'. Below the greeting, there are three main sections: 'Message Center' (with a 'You have no messages.' message), 'Holds' (with a 'You have no holds.' message), and 'To Dos' (with 7 items listed: 'Apply for Financial Aid', 'New Student Orientation', and 'English Placement'). A 'View 4 More' link is present at the bottom right of the 'To Dos' section. The dashboard also includes a 'Dashboard' header, a settings gear icon, and an 'Edit My Widgets' button.

Dashboard

Hello Whatcom Community!

General Academics Financials

Edit My Widgets

Message Center

You have no messages.

Enrollment

Holds

You have no holds.

To Dos 7

Apply for Financial Aid

New Student Orientation

English Placement

View 4 More

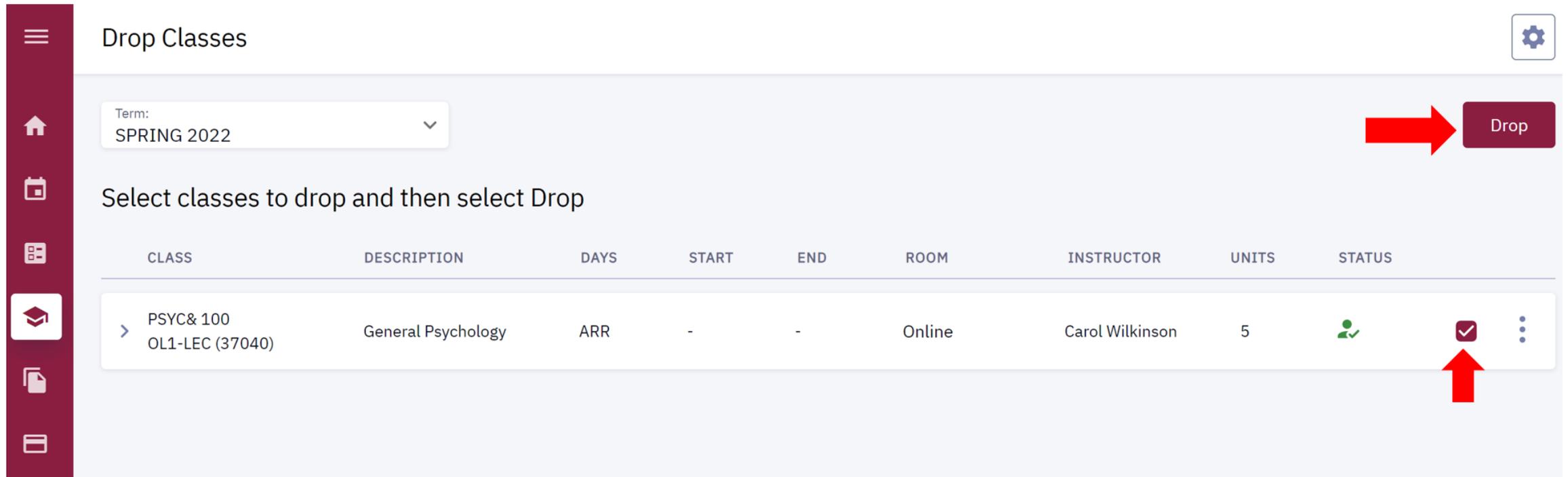
Student Exams SPRING 2022

Wait List SPRING 2022

Step 4. click on drop classes

The image shows a screenshot of the Whatcom Community! dashboard. On the left, a dark red sidebar contains a navigation menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner, Shopping Cart, Drop Classes, Swap Classes, View Wait List, and Academics. A red arrow points to the 'Drop Classes' item. The main content area is titled 'Community!' and has tabs for 'General', 'Academics', and 'Financials'. It features several widgets: a messages widget with 'You have no messages.', a holds widget with 'You have no holds.', a 'To Dos' widget with 7 items (Apply for Financial Aid, New Student Orientation, English Placement, and View 4 More), a 'G 2022' widget, and a 'Wait List SPRING 2022' widget with 'You have no wait listed classes.'. A settings gear icon is in the top right, and an 'Edit My Widgets' button is in the top right of the main content area.

Step 5. Click the box next to the class you want to drop and then click on the 'drop' button.



The screenshot shows a web interface for dropping classes. On the left is a dark red sidebar with icons for home, calendar, and a graduation cap. The main area is titled 'Drop Classes' and includes a dropdown menu for the term 'SPRING 2022'. Below this is a table with columns for CLASS, DESCRIPTION, DAYS, START, END, ROOM, INSTRUCTOR, UNITS, and STATUS. A single row is visible for 'PSYC& 100 OL1-LEC (37040)'. To the right of the table is a 'Drop' button. Red arrows point to a checkbox in the table and the 'Drop' button.

Drop Classes

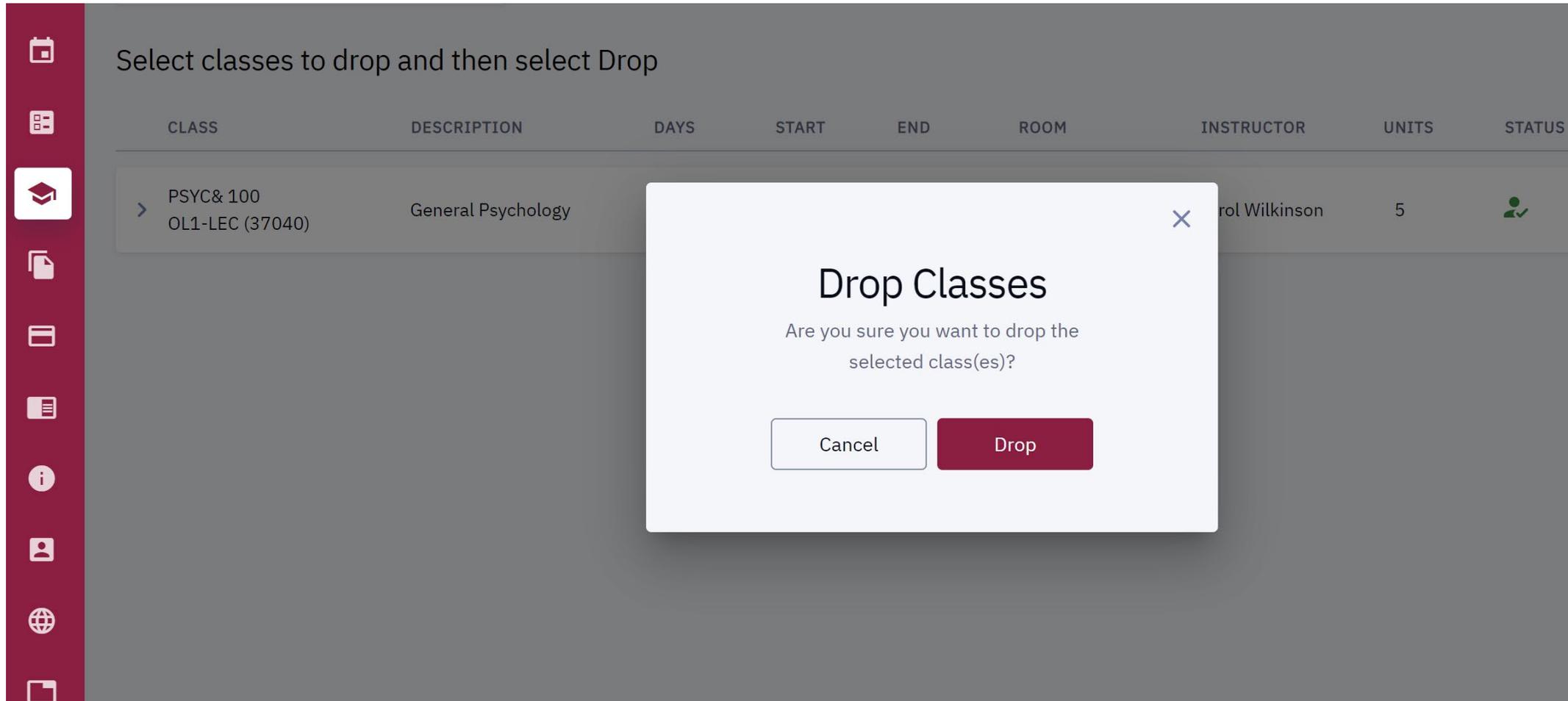
Term: SPRING 2022

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> PSYC& 100 OL1-LEC (37040)	General Psychology	ARR	-	-	Online	Carol Wilkinson	5	 <input checked="" type="checkbox"/> 

Drop

Step 6. You'll be asked if you really want to drop the class, click on 'drop'



The screenshot shows a university portal interface. On the left is a vertical navigation bar with icons for calendar, grid, graduation cap, document, wallet, list, information, person, globe, and folder. The main content area has a header 'Select classes to drop and then select Drop' and a table with columns: CLASS, DESCRIPTION, DAYS, START, END, ROOM, INSTRUCTOR, UNITS, and STATUS. One row is highlighted with a blue background, showing 'PSYC& 100 OL1-LEC (37040)' under CLASS, 'General Psychology' under DESCRIPTION, and 'rol Wilkinson' under INSTRUCTOR. A white dialog box titled 'Drop Classes' is centered over the table, containing the text 'Are you sure you want to drop the selected class(es)?' and two buttons: 'Cancel' and 'Drop'.

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
PSYC& 100 OL1-LEC (37040)	General Psychology					rol Wilkinson	5	

Drop Classes

Are you sure you want to drop the selected class(es)?

Step 7. You'll know you've successfully dropped a class when you get the notification below

The screenshot shows a university portal interface. On the left is a vertical navigation bar with icons for home, calendar, classes, a graduation cap (selected), documents, a list, information, a person, and a globe. The main content area has a dropdown menu for 'Term: SPRING 2022' and the instruction 'Select classes to drop and then select Drop'. Below this is a table with columns 'CLASS', 'DESCRIPTION', 'UNITS', and 'STATUS'. One row is visible for 'PSYC& 100 OL1-LEC (37040)' with 'General Psych' as the description, '5' units, and a green checkmark status. A modal window titled 'Drop results' is centered on the screen. It contains the text 'Drop results of 1 class for the term SPRING 2022.' and a table with the following data:

CLASS	STATUS
PSYC& 100	■ Success

Below the table, a message box states: 'This class has been removed from your schedule.' At the bottom of the modal is an 'OK' button.