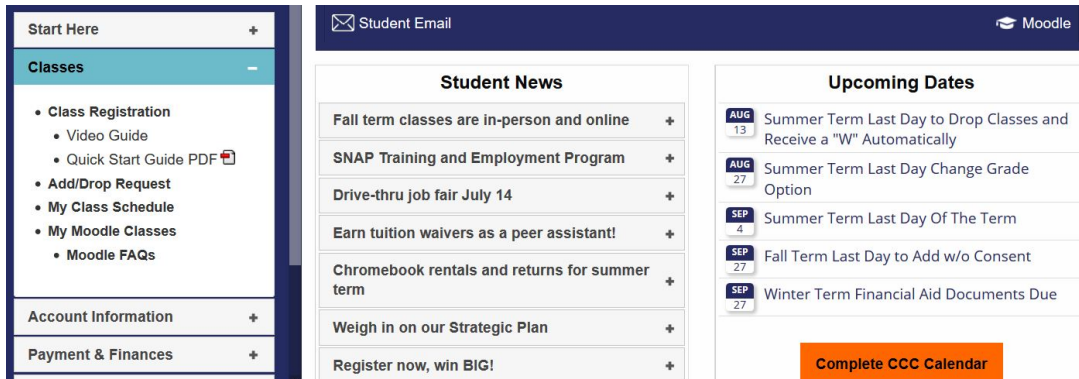# How to Drop a Class

*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 "#   k   "**

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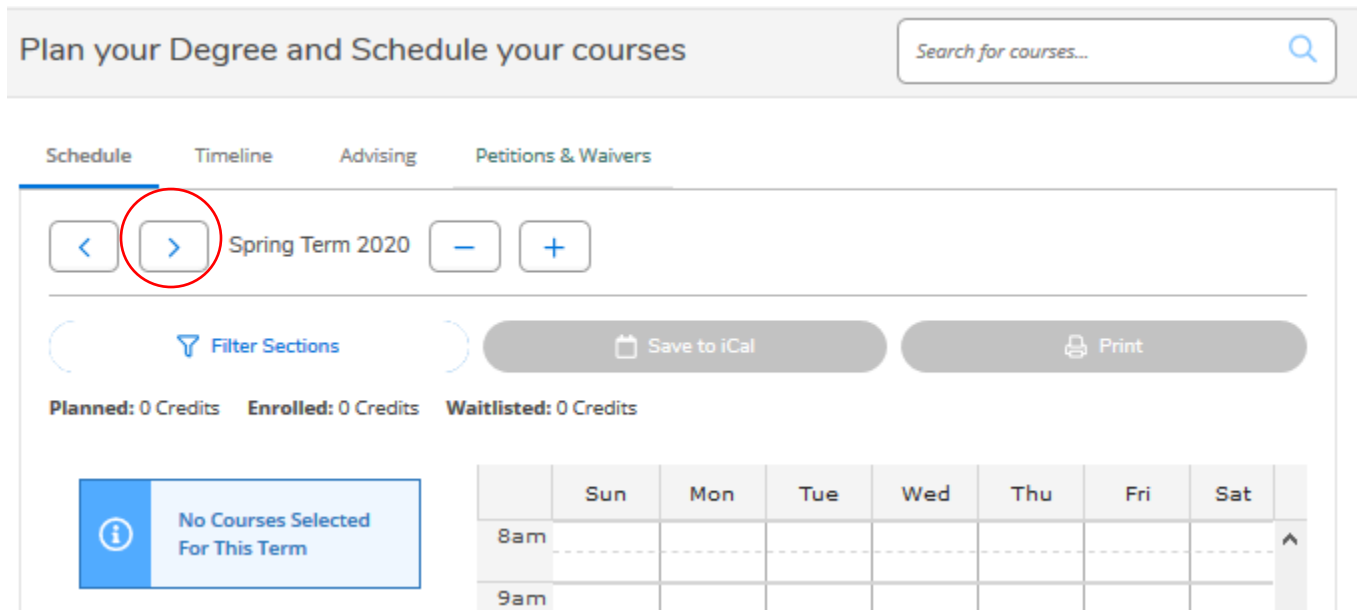
8. Once you have found the term for the class you hope to drop, **scroll down on the far left side to find the class you hope to drop.**

See next page.

9. **When you find the class you hope to drop and select the "Drop" button**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
BA-104-02: Business Math							
✓ **Registered**	8am						
	9am						
Credits: 3 Credits							
Grading: Graded	10am						
Instructor: Aman, J							
3/30/2020 to 6/13/2020	11am						
⌄ Meeting Information							
Drop	12pm						

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.