How to Drop or Withdraw from a Class

Step 1: Visit http://www.ccd.edu, Click on **CCDConnect**

Step 2: Log into the system using your S number and Password.

CURRENT STUDENTS, FACULTY & STAFF:

Username: (S number)

Password:

Login

Please remember to disable your pop-up blocker!

NEED HELP LOGGING IN?

- Reset Password
- Lost Student ID
- Contact CCD
- Problems Logging In?
- Browser Support

Technical Support 24 Hours a Day!
(888) 800-9198

Step 3: Click on the **Student tab**, then click **Add or Drop Classes**.

| Welcome | Student | Student Finance | Campus Life | Employee | Resources | My Tab |

Student Schedule

COF

College Opportunity Fund
- Apply for COF
- Authorize COF
- Check COF Balance
- Check Your Residency Status

Student Grades

No Data Found

Select Another Term ▼ Go

Before You Register

▶ Current Students
▶ First Time Students
▶ Colorado Residency
▶ International Students
▶ Veterans Affairs

Registration Tools

Registration Status
Look Up Classes
Add or Drop Classes
Week at a Glance
Detailed Student Schedule (with drop & withdrawal dates)
Detailed Schedule (with Waitlist Courses)
Order Official Transcript

Step 4: Select the appropriate term.

Select Term

Select a Term: Spring 2012 ▼

Submit

Current Schedule

Status	Action
Web Registered on Nov 09, 2011	None
Web Registered on Nov 09, 2011	None / Drop Web
Web Registered on Nov 09, 2011	None

Step 5: Find the course you want to drop, and then select **Drop Web,** make sure to verify you have selected the correct course.

CRNs

[Submit Changes] [Class Search]

Step 6: Click **Submit Changes** to drop the course.

Current Schedule

Status	Action
Web Registered on Nov 09, 2011	None
Web Registered on Nov 09, 2011	None / Web Withdrawn-Graded-No Refund
Web Registered on Nov 09, 2011	None

Step 7: Select the appropriate term, and then select **Web Withdrawn.**

CRNs

[Submit Changes] [Class Search]

Step 8: Click **Submit Changes** to withdrawal from the course.

Detailed Student Schedule (by term)

You are not currently registered for the term.
Return to Previous

Step 9: View your **Detailed Student Schedule** to confirm you have dropped or withdrew from the course.