

Online Course Drop

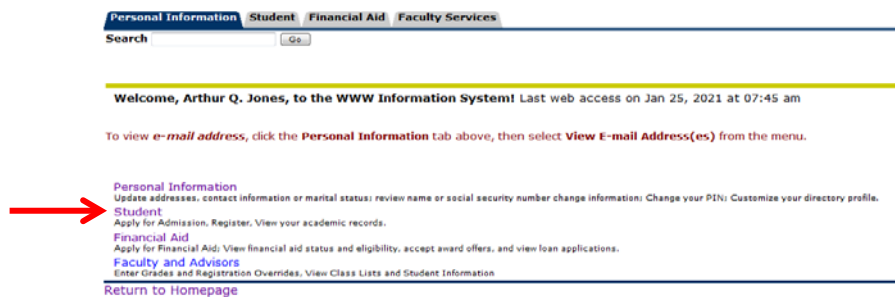
Students, you can now **drop your courses online** (without using a drop form)!

Please note:

- Students with a **registration hold** must still complete a [Course Drop Form](#) and send to registrar@wcjc.edu.
- Students who want to **completely withdraw** from the institution must submit a [Withdrawal Form](#) and send to registrar@wcjc.edu.
- **Dual credit students** are not able to drop courses online and must submit a [Dual Credit Drop Form](#) and submit to registrar@wcjc.edu.
- For questions or concerns, please contact the Office of Admissions and Registration at 979-532-6303 or registrar@wcjc.edu.

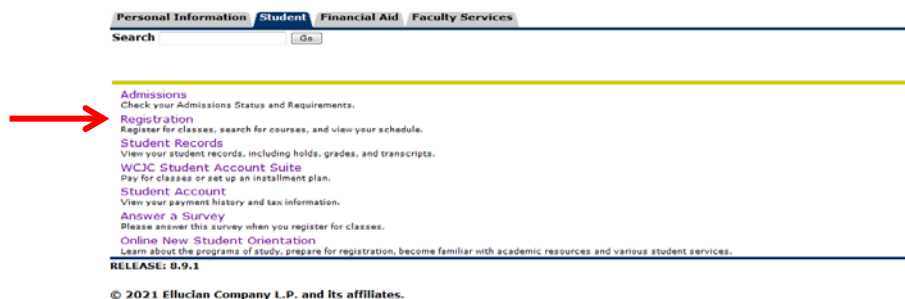
How To: Log in to [Online Services](#) and then select:

“Student”



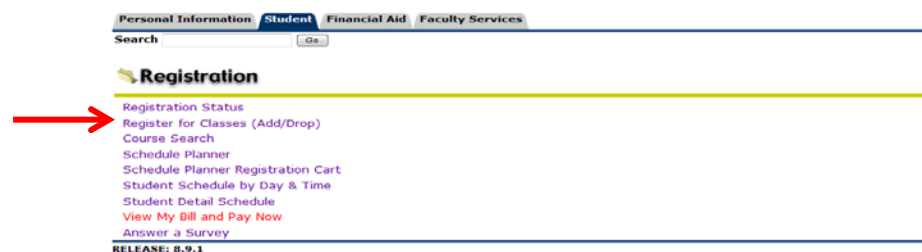
The screenshot shows the top navigation bar with tabs for Personal Information, Student, Financial Aid, and Faculty Services. Below the navigation bar is a search field with a 'Go' button. A yellow banner displays a welcome message for Arthur Q. Jones, dated Jan 25, 2021 at 07:45 am. Below the banner, a red arrow points to the 'Student' menu item in the left-hand navigation list. The 'Student' menu includes options like 'Apply for Admission, Register, View your academic records.', 'Financial Aid', 'Faculty and Advisors', and 'Return to Homepage'.

“Registration”



The screenshot shows the same navigation bar as the previous screenshot. A red arrow points to the 'Registration' menu item in the left-hand navigation list. The 'Registration' menu includes options like 'Check your Admissions Status and Requirements.', 'Register for classes, search for courses, and view your schedule.', 'Student Records', 'WCJC Student Account Suite', 'Student Account', 'Answer a Survey', and 'Online New Student Orientation'.

“Register for Classes (Add/Drop)”



The screenshot shows the same navigation bar. A red arrow points to the 'Register for Classes (Add/Drop)' menu item in the left-hand navigation list. The 'Register for Classes (Add/Drop)' menu includes options like 'Register for Classes (Add/Drop)', 'Course Search', 'Schedule Planner', 'Schedule Planner Registration Cart', 'Student Schedule by Day & Time', 'Student Detail Schedule', 'View My Bill and Pay Now', and 'Answer a Survey'.

Select the **current Term** (example: Spring 2021) and click **“Submit”**.

Under your **“Current Schedule”**, identify which course you want to drop and select **“Drop Class”** from the **“Action”** drop-down menu.

In the example below, the student is dropping MATH 0308 (CRN 20725).

Register for Classes (Add/Drop):

All classes that you register for (add/drop) will appear in your **“Current Schedule”**.

- **Add a class:** Enter the 5-digit Course Reference Number (CRN) into the boxes under the **“Add Classes Worksheet”**.
- **Drop a class:** Go to the **“Action”** column under your **“Current Schedule”** and select **“Drop Class”** for the class you wish to drop.
- Be sure to click **“Submit Changes”** following each change to your schedule.
- If you drop a course after the second day of class, you will not be allowed to re-enroll in that class for any reason.

To **view your bill**, **pay your bill**, or **set up an installment plan**, click [View My Bill / Pay Now / Installment Plan](#)

For questions, please contact the Office of Admissions and Registration at registrar@wjc.edu or 979-532-6303.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Add Class on Jan 25, 2021	Drop Class	20725	MATH	0308	901	Undergraduate	3.000	Standard	Letter	Beginning Algebra
Add Class on Jan 25, 2021	None	21871	ENGL	1301	910	Undergraduate	3.000	Standard	Letter	Composition I - Core 010
Add Class on Jan 25, 2021	Drop Class	22292	GOVT	2305	164	Undergraduate	3.000	Standard	Letter	Federal Government - Core 070

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jan 25, 2021 07:53 am

Add Classes Worksheet


CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[[View Holds](#) | [Schedule Planner](#) | [View My Bill](#) | [Pay Now / Installment Plan](#)]

Once **“Drop Class”** is displayed in the **“Action”** box for the appropriate course(s), click **“Submit Changes”**. The **“Status”** of the course will now read **“Drop Class on [date]”**.

Current Schedule



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Drop Class on Jan 25, 2021	None	20725	MATH	0308	901	Undergraduate	0.000	Standard	Letter	Beginning Algebra
Add Class on Jan 25, 2021	None	21871	ENGL	1301	910	Undergraduate	3.000	Standard	Letter	Composition I - Core 010
Add Class on Jan 25, 2021	None	22292	GOVT	2305	164	Undergraduate	3.000	Standard	Letter	Federal Government - Core 070

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jan 25, 2021 08:00 am

Students who drop after the second day of the class will not be able to re-register for any reason. Drop selections are final and cannot be reversed.