

## Drop/Withdraw from a Class





Open a browser and go to your campus website. **Step 1:** Click on **Students** or **Current Students**.

www.seattlecentral.edu www.southseattle.edu www.northseattle.edu



Class

Schedule



### Latest from South Seattle College



CCSSE Student Survey: Help Shape the Future of South!



Betty Andrews Awarded 2021 Reverend Samuel McKinney Scholars...

# Step 2: Click on the ctcLink icon.



Log in to your account.

- a) Enter your ctcLink ID and click Next.
- **Step 3:** b) Enter your ctcLink password and click **Verify**.

Please click the applicable link for the District or the College.



If you are or have been a student at more than one Washington state community college, click the college you want to log in to.

Step 4:

If you have only been admitted to or attend one college, go to Step 5.



Canvas

My Institution View

Welcome Star Fish!





#### Your Gateway to ctcLink

#### How do I...?

Student Homepage

If you need to know how to use some of the ctcLink tools, check out the <u>ctcLink Training</u> <u>website</u>. There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the

training website as materials are developed.

#### Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and

Step 5: Click on "Student Homepage".



## Step 6: Click on the Manage Classes tile.

	Select a Value
WINTER 2021 Continuing Education	
South Seattle College	Please note that dropping/withdrawing
SPRING 2021 Academic Career	<ul> <li>May impact your Financial Aid</li> <li>and (ar your student account)</li> </ul>
South Seattle College	balance.
WINTER 2021         Academic Career         North Seattle College	<ul> <li>Does not guarantee a 100% refund (Pay attention to key refund dates each guarter)</li> </ul>
	Could impact your official college
	transcript.
	Talk to a Financial Aid Specialist or an Academic Advisor if you're unsure how dropping/withdrawing will affect your
	WINTER 2021   Continuing Education   South Seattle College   SPRING 2021   Academic Career   South Seattle College   WINTER 2021   Academic Career   North Seattle College

funding and academic plans.

Step 7: Click Drop Classes.

C ctcLink Student Homepage	Select a Value
View My Classes	WINTER 2021 Continuing Education
Tiew My Exam Schedule	South Seattle College
Enrollment Dates	SPRING 2021 Academic Career
Q Class Search and Enroll	South Seattle College
Enroll by My Requirements	WINTER 2021         Academic Career         North Seattle College
Shopping Cart	
Drop Classes	
Jupdate Classes	

**Step 8:** Select the **Term/College** combination you want to view.



Click the checkbox for the class you want to drop. You can select more than one.

Step 9: If you want to exit out of this page, click the Exit button at the top left.

× Exit		Drop Classes							
SPRING 20 Academic Car South Seattle	<b>D21</b> reer College								Next >
1 Select Complet	Classes to Drop te	Step 1	of 2: Select Classes to Dro	ор					
Review	Classes to Drop	Select	Class	Description	Days and Times	Room	Instructor	Units	Status
2 Not Star	rted		LEC - Section V05 - Class Nbr 11431	MATH& 107 Math In Society	Monday to Friday 12:00PM to 12:50PM	To be Announced	Staff	5.00	Enrolled
			LEC - Section D1 - Class Nbr 11998	PHIL 110 Intro To Social Ethics	To be Announced	NS - Arranged - ARR	Staff	5.00	Enrolled

Once you select the classes, the **Next** button appears at the top right. Click **Next** to continue.

**Step 10:** Click the Exit button to cancel dropping.

🗙 Exit		Drop Classes							
SPRING 2 Academic Ca South Seattle	<b>021</b> reer College							Previous	
1 Select Comple	Classes to Drop ete	Step 2 of 2: Review Classes to Drop				Drop Classes			
2 Review Classes to Drop Visited	w Classes to Drop	Class	Description	Days and Times	Room	Instructor	Units	Status	
	LEC - Section V05 - Class Nbr 11431	MATH& 107 Math In Society	Monday to Friday 12:00PM to 12:50PM	To be Announced	Staff	5.00	Enrolled		

Review your selected class(es). Then, click **Drop Classes** to continue.

Step 11: Click Previous to go back or Exit to cancel dropping.



## Step 12: Click Yes to confirm the drop.



Step 13: You have successfully dropped the class!