

How to Drop a Class

Keep in mind, once the class has started you will be charged 25% for a dropped section. If you are dropping a class and adding another in its place you must complete this change in the same transaction to negate the charge.

If you drop the class the day before the class begins or sooner, you will not be charged.

Step 1: In order to drop a class you must log in to GO! Student Portal. You can do this by going to <https://go.spcc.edu/> or through the SPCC homepage (www.spcc.edu) by locating the four green boxes at the bottom, left-hand side of the page.



Step 2: The following window should appear.



Sign in with your SPCC Username or SPCC Email

[Sign in](#)

[Enroll](#) in Password Self Service today!

Already enrolled in Password Self Service? [Reset](#) or [Unlock](#) your account.

This site is intended for authorized users only.

Step 3: Once logged in you should see this screen.

The screenshot shows the student portal interface for South Piedmont Community College. At the top, there is a navigation bar with the college logo, a search bar, and utility links for Newsfeed, OneDrive, and Sites. Below the navigation bar, there are several main sections: 'My Week' showing a calendar for March 2017 with no appointments; 'Announcements' listing recent updates; 'My Classes' listing various courses like '2017SP Admin Office Proc I (MED-130-2B1)' and '2017SP Basic Anat & Physiology (BI0-163-2B1)'; 'Office 365 Email' indicating no unread messages; 'Student Quick Links' with a red arrow pointing to the 'Click to Register' link; and 'Webadvisor' with expandable sections for Financial Information, Financial Aid, and Communication. There are also 'My Bookmarks' for Course Catalog, SPCC Home, and Student Email.

On this screen, you will select the “Click to Register” link on the right hand side of the page under the section “Student Quick Links”.

Student Quick Links

Click to Register

Click to View Schedule

Click to Pay Bills

Click to View Grades

Click to Create Payment Plan

Click to View Financial Aid

Step 4: Once you click the link, the following page should load.

Web Advisor [2]

Register for Classes ✕

Search and register for sections
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

Express registration
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list.

Register for previously selected sections
Use this option if you have already placed sections on your preferred list and would like to now register.

Drop sections ←
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

Manage my waitlist
Use this option if you would like to register or remove sections that you are currently waitlisted in.

Register from My Worksheet
Use this if you want to register for sections from your Course Planning worksheet.

Register using course planning wizard
This wizard uses your program evaluation to help you plan courses you need. Then, continue into registration to pick the section(s) you want.

On this page, you will select the “Drop sections” link.

Step 5: A screen will appear with your “current registrations” and a drop column.

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring 2017		BIO-163-2B1 (62649) Basic Anat & Physiology	OCH	01/09/2017-05/09/2017 Classroom Hours Monday 11:00AM - 01:50PM, OCH Campus Bldg B, Room 149 (more)...	C. Stevens	5.00	
<input type="checkbox"/>	Spring 2017		MED-122-2B1 (63278) Medical Terminology II	OCH	03/14/2017-05/09/2017 Classroom Hours Tuesday 04:00PM - 05:20PM, OCH Campus Bldg B, Room 160 (more)...	M. Nelson	3.00	
<input type="checkbox"/>	Spring 2017		MED-131-2B3 (62990) Admin Office Proc II	OCH	03/14/2017-05/09/2017 Classroom Hours Tuesday 05:30PM - 06:50PM, OCH Campus Bldg A, Room 315 (more)...	T. Carriker	2.00	
<input type="checkbox"/>	Spring 2017		OST-131-IN1 (62764) Keyboarding	Web	01/09/2017-05/09/2017 Classroom Hours Days to be Announced, Times to be AnnouncedInternet, Room NET	J. Schoenheit	2.00	

If one of my choices is not available

ALL Allow me to adjust all ▾

Here is where you will select the class you want to drop.

Step 6: Select the box to the left of the class you want to drop, and a check mark should appear. After the course is selected, click “Submit” at the bottom of the page.

Step 7: After you complete step 6 and click submit you should see the following page stating you have dropped the section and the course should not be listed under the “Current Registrations” list.

The following request(s) have been processed:

Term	Status	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2017	Dropped from this section		MED-122-2B1 (63278) Medical Terminology II	OCH	03/14/2017-05/09/2017 Classroom Hours Tuesday 04:00PM - 05:20PM, OCH Campus Bldg B, Room 160 (more)...	M. Nelson	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2017		BIO-163-2B1 (62649) Basic Anat & Physiology	OCH	01/09/2017-05/09/2017 Classroom Hours Monday 11:00AM - 01:50PM, OCH Campus Bldg B, Room 149 (more)...	C. Stevens	5.00	
Spring 2017		MED-131-2B3 (62990) Admin Office Proc II	OCH	03/14/2017-05/09/2017 Classroom Hours Tuesday 05:30PM - 06:50PM, OCH Campus Bldg A, Room 315 (more)...	T. Carriker	2.00	
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