

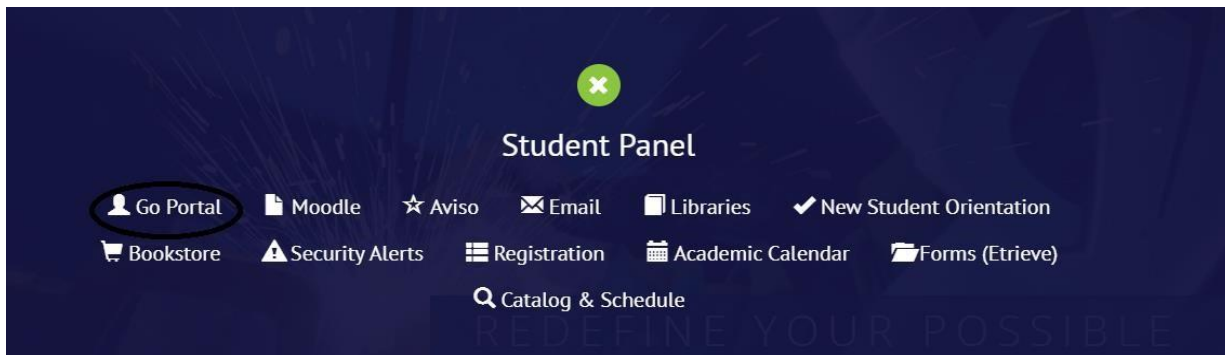
How to Drop a Class Guide

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: Log into Go Portal through <https://go.spcc.edu/> or through the SPCC homepage (www.spcc.edu). From the SPCC homepage, locate “Student Panel” tab in the top right-hand corner of the SPCC homepage.



Step 2: Select **Go Portal**.



Step 3: Log in with SPCC student username and password.

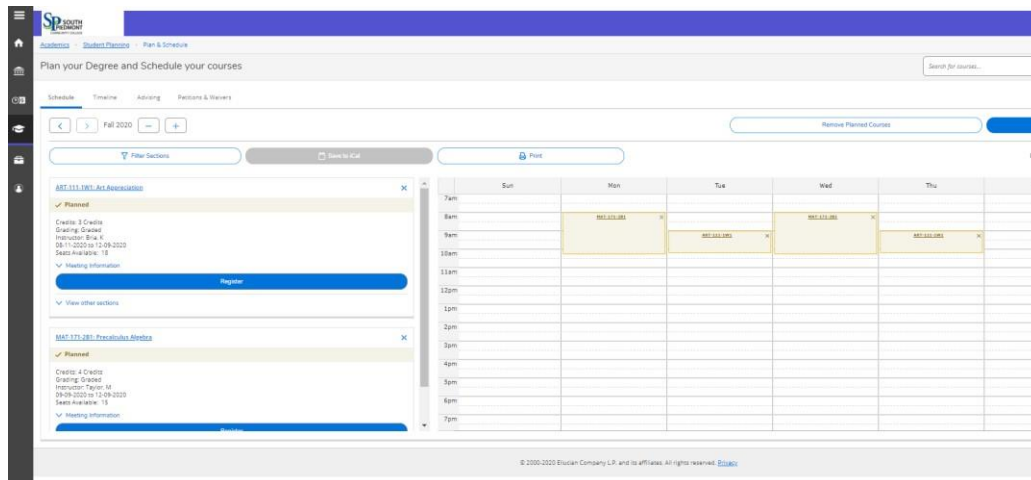


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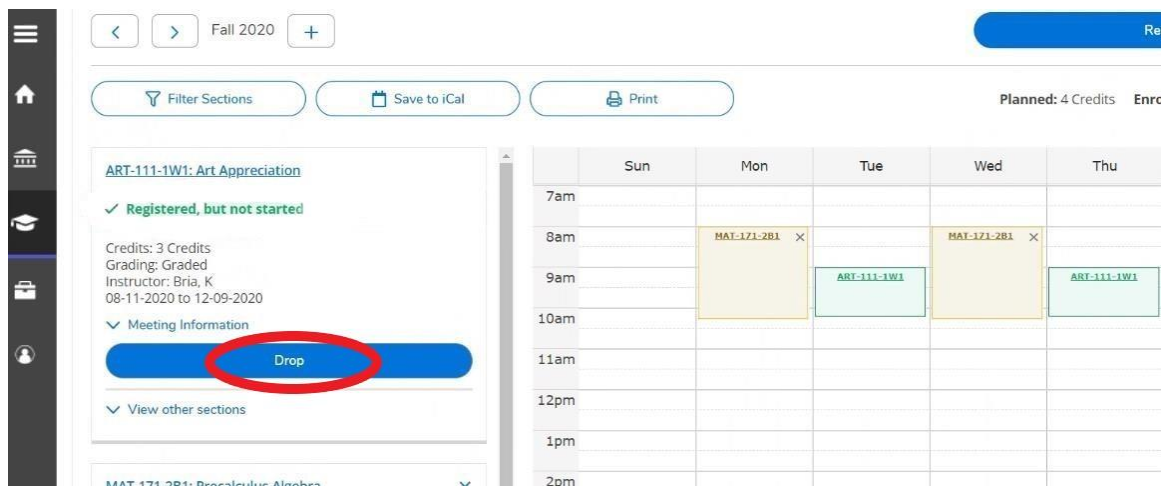
Step 4: Select the **Click to Register** link located on the right-hand side of the screen under Student Quick Links.



Step 5: Once you click the link, the following page should load.

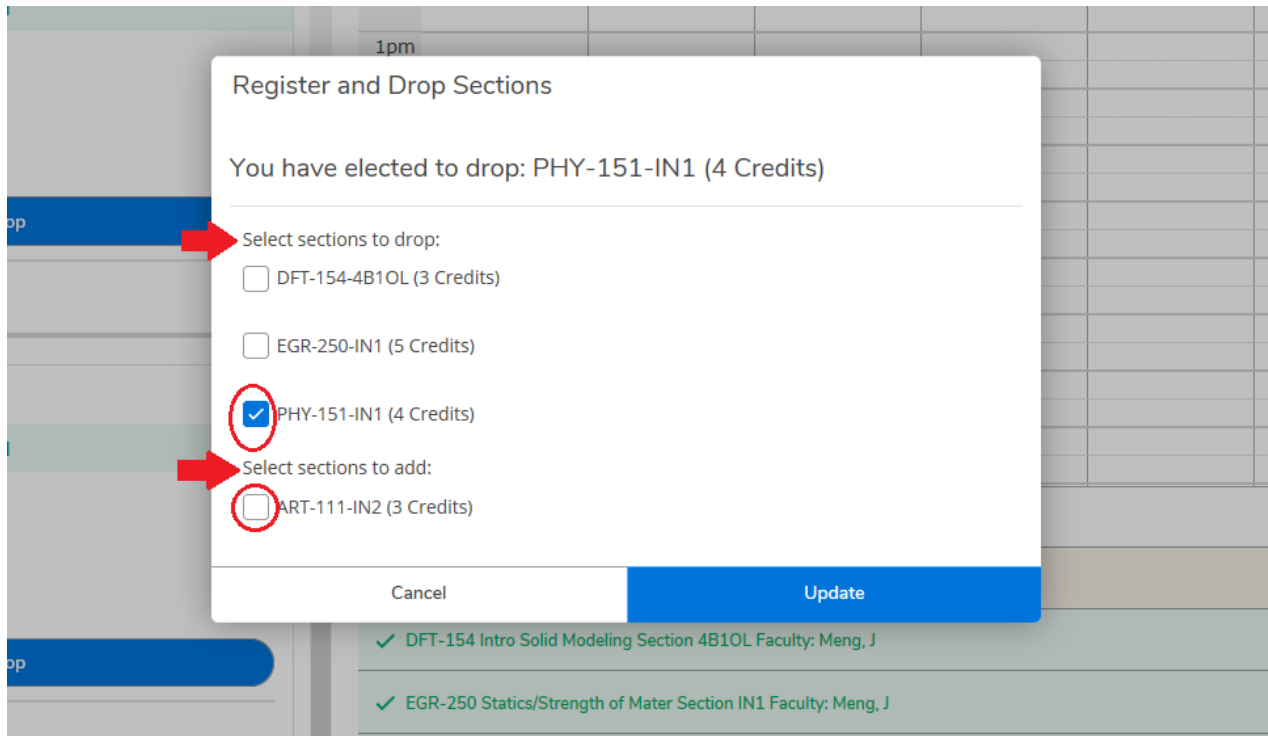


1. If you are planning to add another course in the place of the dropped course, this should be planned first so that you can exchange them without incurring a charge.
2. Once you have added the new course to your plan, or you are ready to drop the course, locate the desired course to drop and click "Drop".



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Step 6: If you are adding another course in the place of the dropped course, the following should appear:



If you are not planning to add another course, accept the dialogue box and you should now be dropped from the course.