How to Drop a Class

This guide will cover the steps for dropping a class using Self Service.

- Please review the **Important Dates to Remember** section of the **Academic Calendar** to view deadlines associated with dropping a class: www.clackamas.edu/academics/academic-calendar

- If you are receiving any type of financial aid, there may also be financial consequences.

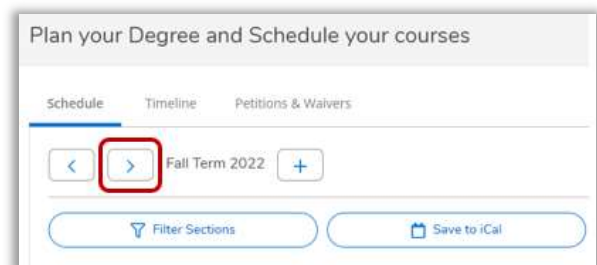 If you have questions about the impacts of dropping a class, contact your funding source:

Financial Aid	**Veterans' Services**
503-594-6082	503-594-3438
finaid@clackamas.edu	vetinfo@clackamas.edu

- Dropping a class may also impact your degree/certificate planning. (ex: Dropping a class that is a prerequisite for a planned course in the future) Please contact Academic Advising at 503-594-3475 or advising@clackamas.edu if you have any questions about degree/certificate planning.

Dropping a Class

1. Log into my.clackamas.edu with your CCC username and password
2. Select **Self Service** in the Start Here menu on the left-hand side
3. Select **Student Planning**
4. Select **Go to Plan & Schedule**
   Depending on the term, you may need to click the right arrow to view the appropriate term.
5. Click **Drop** under the class(es) you wish to drop.
6. Review the Register and Drop Sections selection(s) and click **Update**

Selecting a Term

Confirm Class(es) to Drop