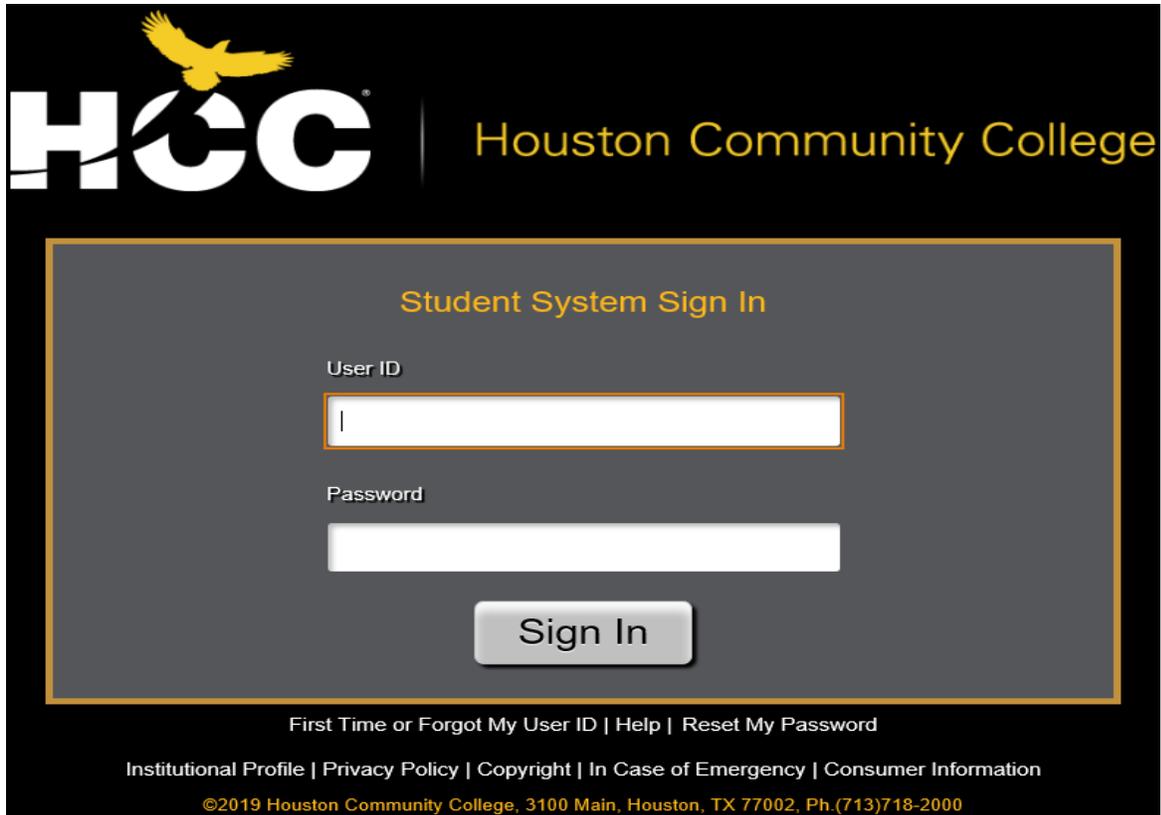


# Houston Community College

## Student Homepage: How to drop a class

### 1. Sign in to HCC Student System.



The screenshot shows the HCC Student System Sign In page. At the top left is the HCC logo with a yellow eagle. To the right, it says "Houston Community College". The main heading is "Student System Sign In". Below this are two input fields: "User ID" and "Password". A "Sign In" button is centered below the fields. At the bottom, there are links for "First Time or Forgot My User ID | Help | Reset My Password" and "Institutional Profile | Privacy Policy | Copyright | In Case of Emergency | Consumer Information". The footer contains the copyright information: "©2019 Houston Community College, 3100 Main, Houston, TX 77002, Ph.(713)718-2000".

### 2. Select Manage Classes tile.



The screenshot shows the HCC Student Homepage dashboard. The top navigation bar includes the HCC logo, "Student Homepage", and a home icon. The dashboard is a grid of tiles:

- Student Services Seminar**: Icon of an eagle on a laptop.
- Classic Class Search View Only**: Icon of a person with a graduation cap.
- Checklists**: Icon of a checklist with a mouse cursor. Text: "No current tasks".
- Message Center**: Icon of two overlapping speech bubbles. Text: "1 Unread Message(s)".
- Manage Classes**: Icon of a calendar with a pencil. A red arrow points to this tile.
- Continuing & Adult Ed Classes**: Icon of a person with a graduation cap. Text: "Register for CEU Courses".
- Academic Progress**: A pie chart showing "Incomplete 44%" (red) and "Complete 56%" (green). Text: "56% Complete".
- Academic Records**: Icon of a person with a graduation cap.
- Profile**: Icon of a person with a graduation cap.
- Financial Account**: Icon of a building with a dollar sign. Text: "In-district tuition" and "Payment Due".
- Financial Aid**: Icon of a hand holding a dollar sign.
- Student Center**: Icon of a person with a graduation cap. Text: "Classic Enroll, Pay, Financial Aid etc".
- Eagle Resources**: Icon of an eagle on a laptop.

3. Select Drop Classes menu item.

Student Homepage View My Classes

Spring 2020  
Semester Credit Hour

**View My Classes** By Class

Show Enrolled Classes  Show Dropped Classes

▼ **BMGT 1341 Business Ethics**

| Status   | Units | Grading Basis | Grade | Academic Program          |
|----------|-------|---------------|-------|---------------------------|
| Enrolled | 3.00  | Graded        |       | Liberal Arts & Humanities |

| Class                          | Start/End Dates         | Days and Times            |
|--------------------------------|-------------------------|---------------------------|
| Class No. 21264 -Component LEC | 03/23/2020 - 05/17/2020 | Days: Satu<br>Times: 9:00 |

[Enrollment Deadlines](#)

4. Select Class to Drop, and then click the Next button.

Exit Drop Classes Next >

Spring 2020 A reason is required for all classes you select to drop. Please be aware of your total drop count to avoid academic penalty. Your total drop count can be found on the Student Center home page.

Semester Credit Hour

**1 Select Classes to Drop**  
Complete

**2 Review Classes to Drop**  
Not Started

**Step 1 of 2: Select Classes to Drop**

| Select                              | Class                          | Description                             | Days and Times             | Room                | Instructor  | Units | Status   |
|-------------------------------------|--------------------------------|---|----------------------------|---------------------|-------------|-------|----------|
| <input checked="" type="checkbox"/> | Class No. 21264 -Component LEC | BMGT 1341 Business Ethics               | Saturday 9:00AM to 11:50AM | CE-San Jacinto Bldg | S. McKenzie | 3.00  | Enrolled |
| <input type="checkbox"/>            | Class No. 10862 -Component LEC | BNKG 1351 Selling Bank Products & Serv. | Saturday 11:00AM to 1:50PM | CE-San Jacinto Bldg | E. Burris   | 3.00  | Enrolled |

5. Enter a drop reason in the box  by selecting from the dropdown list., then select the Drop Classes button.

Spring 2020  
Semester Credit Hour

A reason is required for all classes you select to drop. Please be aware of your total drop count to avoid academic penalty. Your total drop count can be found on the Student Center home page.

1 Select Classes to Drop Complete

2 Review Classes to Drop Visited

Step 2 of 2: Review Classes to Drop

| Class                          | Description               | Days and Times             | Room                | Instructor  | Units | Status   |
|--------------------------------|---------------------------|----------------------------|---------------------|-------------|-------|----------|
| Class No. 21264 -Component LEC | BMGT 1341 Business Ethics | Saturday 9:00AM to 11:50AM | CE-San Jacinto Bldg | S. McKenzie | 3.00  | Enrolled |

Job Conflict

Drop Classes

6. Click 'Yes' to confirm your selection.

Spring 2020  
Semester Credit Hour

A reason is required for all classes you select to drop. Please be aware of your total drop count to avoid academic penalty. Your total drop count can be found on the Student Center home page.

1 Select Classes to Drop Complete

2 Review Classes to Drop Visited

Step 2 of 2: Review Classes to Drop

| Class                          | Description               | Days and Times             | Room                | Instructor  | Units | Status   |
|--------------------------------|---------------------------|----------------------------|---------------------|-------------|-------|----------|
| Class No. 21264 -Component LEC | BMGT 1341 Business Ethics | Saturday 9:00AM to 11:50AM | CE-San Jacinto Bldg | S. McKenzie | 3.00  | Enrolled |

Job Conflict

Drop Classes

Confirm that the following class(es) are to be dropped

Yes No

7. A message will appear indicating that the drop was successful. Click Student Homepage to return to the landing page.

Student Homepage Confirmation

Spring 2020  
Semester Credit Hour

- View My Classes
- Enroll By Planner
- Class Search and Enroll
- Shopping Cart
- Drop Classes
- Drop Count
- Swap Classes
- Enrollment Dates

✓ BMGT 1341 - Business Ethics  
This class has been dropped and a penalty grade has been assigned. You have been given a grade of W for this class.

Notice that class drop was successful.

Classes dropped after census day will receive a grade of 'W'.

# Student Homepage landing page

The screenshot displays the Student Homepage landing page with a dark blue header. The header includes the HCC logo on the left, a "Student Homepage" dropdown menu in the center, and a home icon on the right. The main content area is a grid of white tiles with icons and text:

- Student Services Seminar:** Icon of a laptop with an eagle.
- Classic Class Search View Only:** Icon of three people.
- Checklists:** Icon of a checklist with a mouse cursor. Text: "No current tasks".
- Message Center:** Icon of two speech bubbles. Text: "1 Unread Message1(s)".
- Manage Classes:** Icon of a calendar with a pencil.
- Continuing & Adult Ed Classes:** Icon of a cloud with books. Text: "Register for CEU Courses".
- Academic Progress:** A pie chart showing "Incomplete 44%" (red) and "Complete 56%" (green). Text below the chart: "56% Complete".
- Academic Records:** Icon of a cloud with books.
- Profile:** Icon of a person with a document.
- Financial Account:** Icon of a building with a dollar sign. Text: "In-district tuition" and "Payment Due".
- Financial Aid:** Icon of a hand holding a dollar sign.
- Student Center:** Icon of a person with three overlapping circles. Text: "Classic Enroll, Pay, Financial Aid etc".
- Eagle Resources:** Icon of a laptop with an eagle.