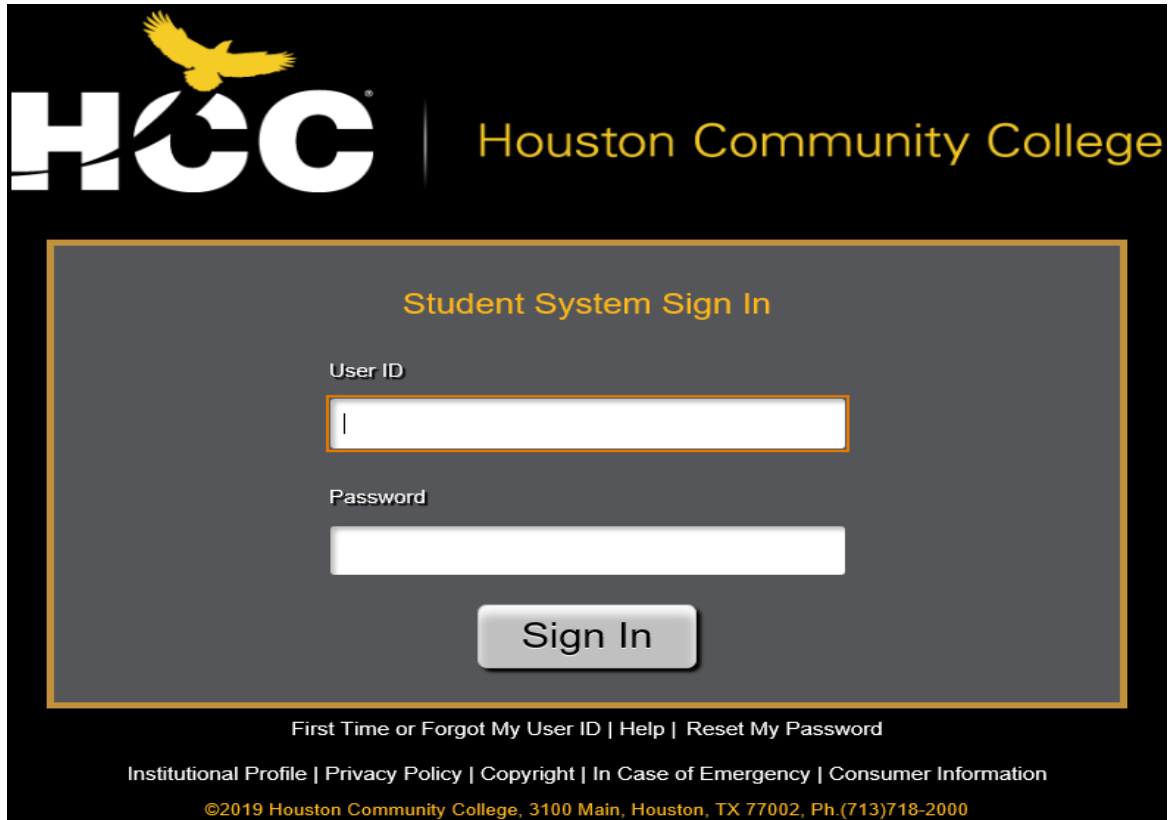


# Houston Community College

## Student Homepage: How to drop a class

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



The image shows the HCC Student System Sign In page. At the top left is the HCC logo with a yellow eagle. To the right of the logo is the text "Houston Community College". Below this is a large grey box with a yellow border containing the "Student System Sign In" form. The form has two input fields: "User ID" and "Password". Below the password field is a "Sign In" button. At the bottom of the grey box are links: "First Time or Forgot My User ID | Help | Reset My Password". Below the grey box are more links: "Institutional Profile | Privacy Policy | Copyright | In Case of Emergency | Consumer Information". At the very bottom is the copyright notice: "©2019 Houston Community College, 3100 Main, Houston, TX 77002, Ph.(713)718-2000".

**HCC** | Houston Community College

**Student System Sign In**

User ID

Password

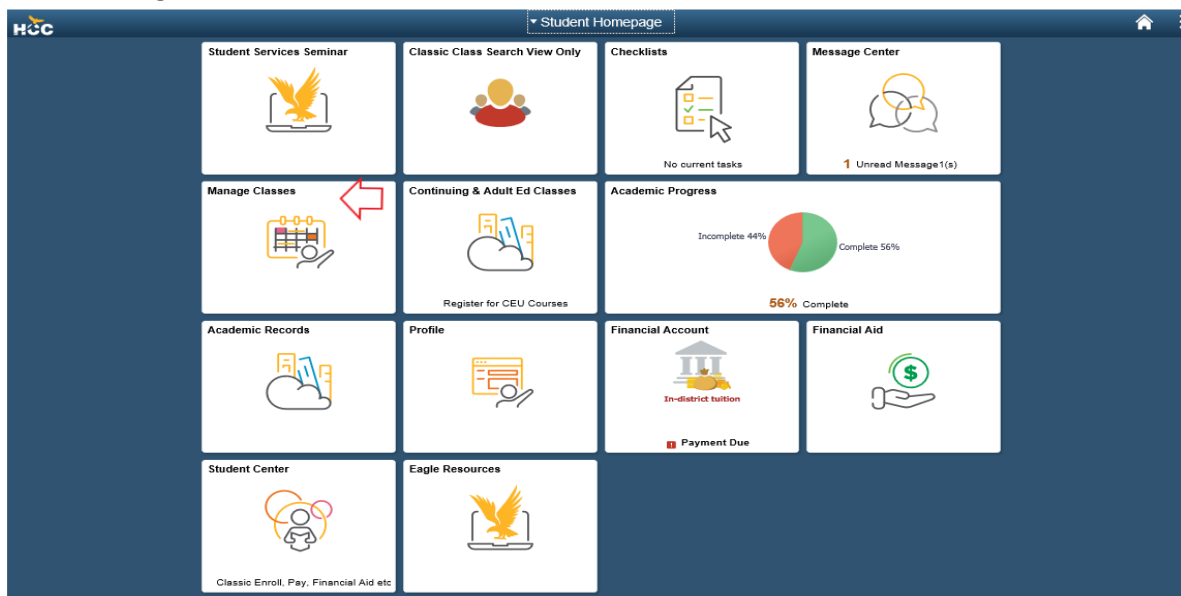
**Sign In**

[First Time or Forgot My User ID](#) | [Help](#) | [Reset My Password](#)

[Institutional Profile](#) | [Privacy Policy](#) | [Copyright](#) | [In Case of Emergency](#) | [Consumer Information](#)

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### 2. Select Manage Classes tile.



### 3. Select Drop Classes menu item.

[Student Homepage](#)

View My Classes

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

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: Saturday Times: 9:00AM to 11:50AM

[Enrollment Deadlines](#)

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

[Exit](#)

Drop Classes

Next >

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

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.

**Drop Classes**


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**

2. 

**Drop Classes**

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

1.  Job Conflict 

6. Click 'Yes' to confirm your selection.

**Drop Classes**

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**

**Drop Classes**

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 


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



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

**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

