

DIRECTIONS: How to Drop/Withdraw from a YC Course

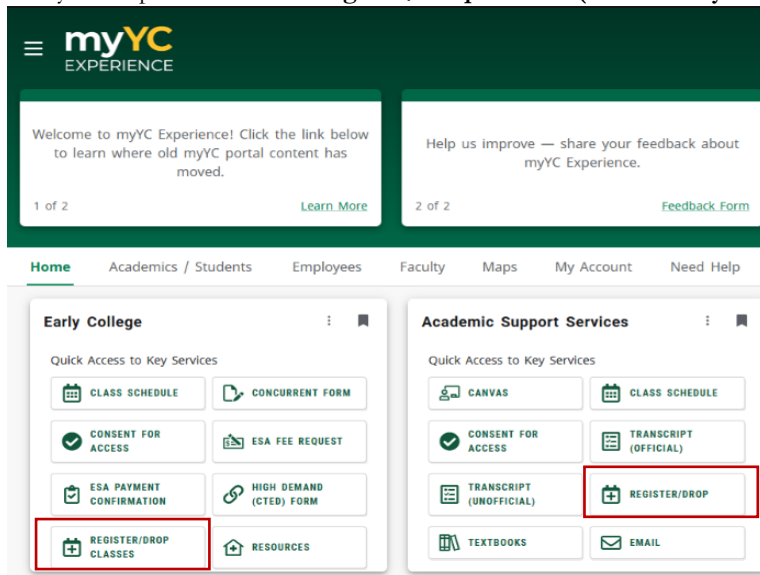
To Access the Student Menu

As an Early College student, you can access the menu through your Yavapai College account at www.yc.edu.

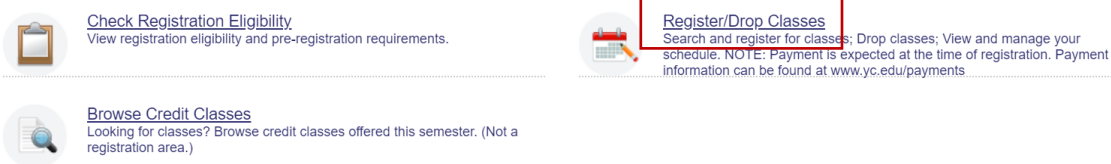
1. Go to www.yc.edu and click on the green **MyYC** button in the top right to login.
2. Enter your username and password then click on the “LOGIN” button.

Drop the Course in YC System

1. In myYC Experience – Click **Register/Drop Classes (Under Early College Card OR Academic Support Services Card)**



2. Click **Register/Drop Classes** again in the next menu.



3. If you see an **Accept Terms and Conditions** page, please click through it.
4. Select the Term and click Continue.
5. In the Registration Summary window (**lower right side**), find the class that you want to drop.
 - a. Using the drop down menu, select:
 - i. “Web drop - 100% refund” – *this option is only available within the add/drop deadline.*
 - OR
 - ii. “Withdraw Initiated by Student”

CRN	Subject/Course	Title	Cred	Enrollment Status	Change Enrollment Status
33365	MUS 190, 701	Oratorio: Gems of the ...	1	Registered	None
33304	SPA 098, 701	Spanish in Daily Life I	1	Registered	None
33305	SPA 099, 701	Spanish in Daily Life I...	1	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

- b. Click “Submit” to make the change to your schedule