

DROPPING CLASSES

Maintain control of your own records. As soon as you know you will not be attending a class, DROP IT by using WebSTAR. **You will receive grades of F for courses you are no longer attending and have not dropped and those grades will remain on your transcript forever.**

Give your fellow students a break. Others may be trying to register for a class you know you will not be attending; drop it so they may be able to take it.

DO NOT RELY ON ANYONE ELSE; PROTECT YOUR RECORDS. Instructors MAY drop for nonattendance, but many do not. You are responsible for all classes for which you register. Do not assume you will be dropped for nonattendance. The failing grades you receive will not be changed because you quit attending.

CAUTION: Do Not Wait until deadline dates to drop. Some fall on days when the College is closed. If you have problems, no one will be available to assist and exceptions will not be made because you did not drop on time.

WebSTAR Instructions:

1. Follow the instructions for “Register or Add Classes” until you reach the *Add/Drop Classes* screen.
2. Click on the arrow in the *Action* box of the class you wish to drop. The drop status possible for the course at the time you are attempting to drop will be displayed. Click on that status.
3. Click on *Submit Changes*.
4. Verify you completed the process correctly by reviewing your schedule. See the later section on *Review and/or Print Your Schedule*.
5. Review your fees. See later section on *Review Fees*.