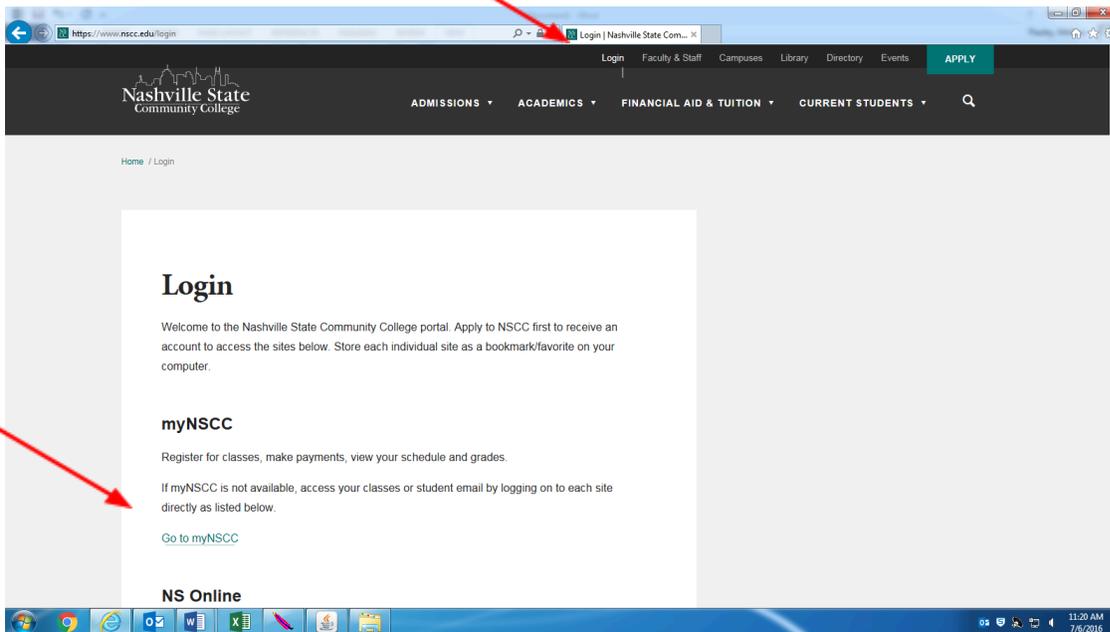# Instructions for Dropping Classes via MyNSCC

Access the Nashville State Technical Community College Home Page
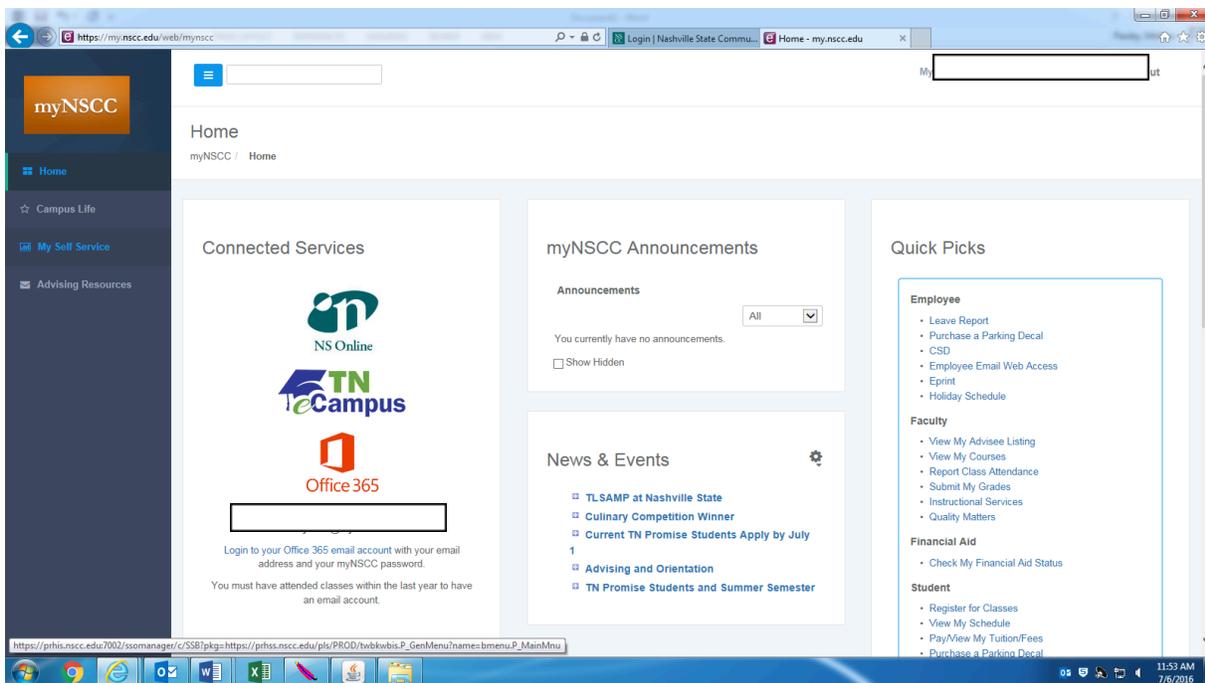http://www.nscc.edu

Step 1: Click on the **Log In** link at the top of the page and then the **Go To MyNSCC** link to log into your MyNSCC account.

Step 2: Enter your A number in the A number field. Your A number consists of an A plus 8 digits. If you do not know your A number, please contact Admissions, Records, or Computer Services Help Desk. Enter your password in the password field. Click the Login button.
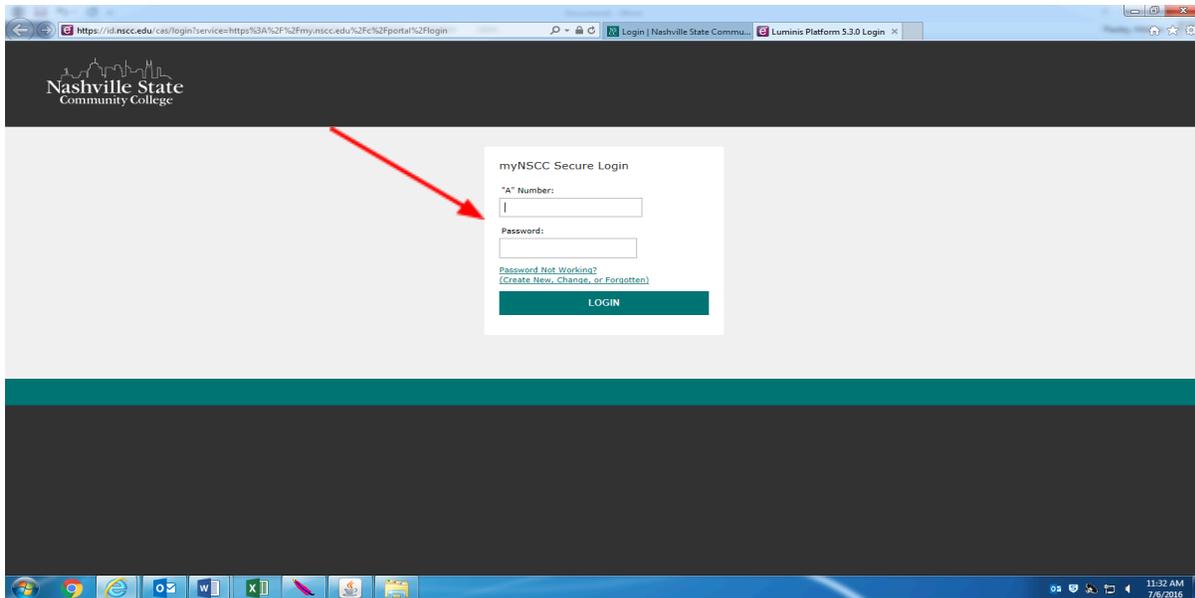
Step 3: Once you are in MyNSCC, Click on the **My Self Service** Tab.

Step 4: Click on the **Student** Tab

Step 5: Click on the **Registration** link.

Step 6: Click on the **Add or Drop Classes** link.

You will be prompted to select a term. Using the drop down menu, choose the current term and click Submit.

Registration

Select Term
Add or Drop Classes
Student Detail Schedule
Week at a Glance
Look Up Classes
Registration Status
Registration History
Registration Fee Assessment
RELEASE: 8.8

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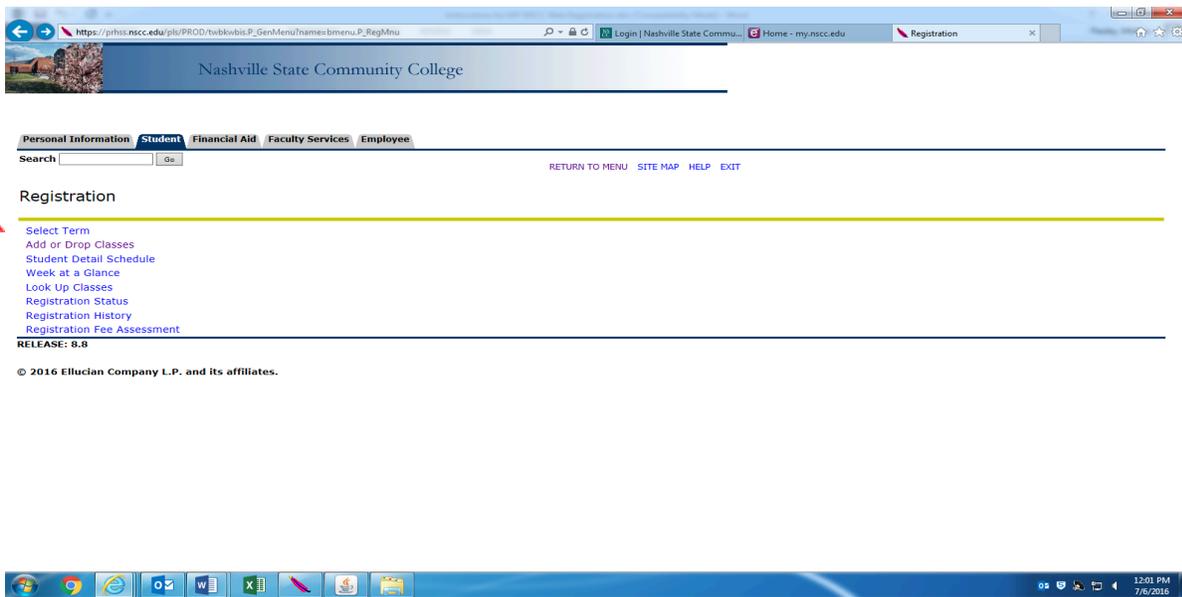
Step 7: Choose the course that you wish to drop and click the drop down menu beside it. Select your reason for withdrawal. If you are withdrawing within the first two weeks of class, you will select "Drop Course – Thru Census". If you are withdrawing after the first two weeks of class you will select the appropriate reason for withdrawal (i.e. family obligations, work, failing).

Step 8: Be sure to scroll down to the bottom of the page and click "Submit Changes" when finished so changes will be saved. If you do not submit changes, you will remain registered in the course!!

__When you complete the withdrawal procedure be sure to log out of MyNSCC.__