

Instructions for Dropping Classes via MyNSCC

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

<u>Step 1</u>: 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.

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<u>Step 3:</u> Once you are in MyNSCC, Click on the My Self Service Tab.



<u>Step 4:</u> Click on the Student Tab

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<u>Step 5:</u> Click on the Registration link.

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View Attendance Reporting Status Run a Degree Evaluation View Letters Evaluation							

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.

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<u>Step 7</u>: 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).

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

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

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