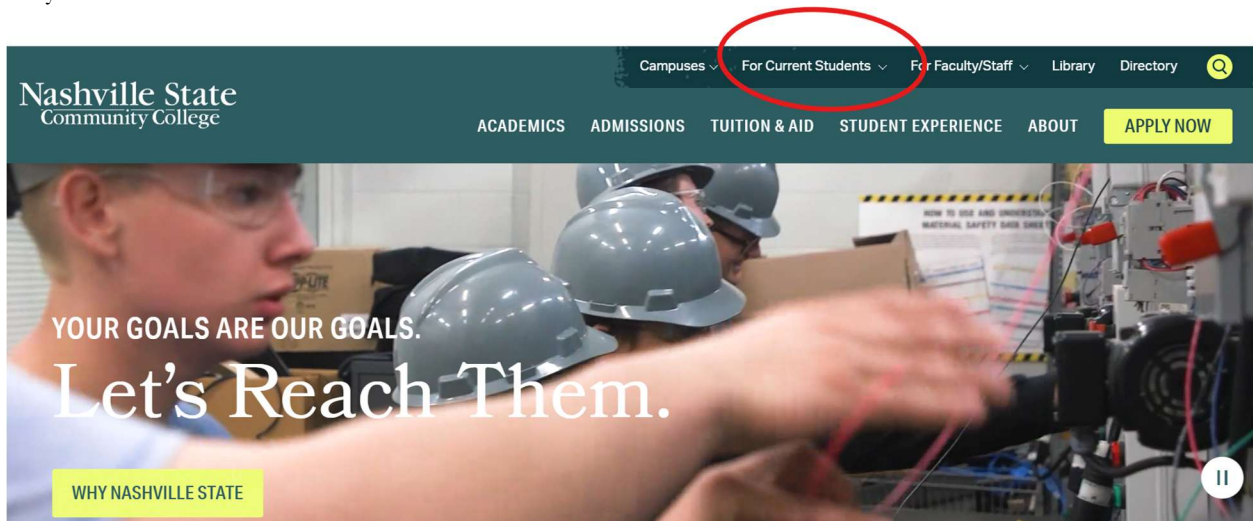


Instructions for Dropping Classes via MyNSCC

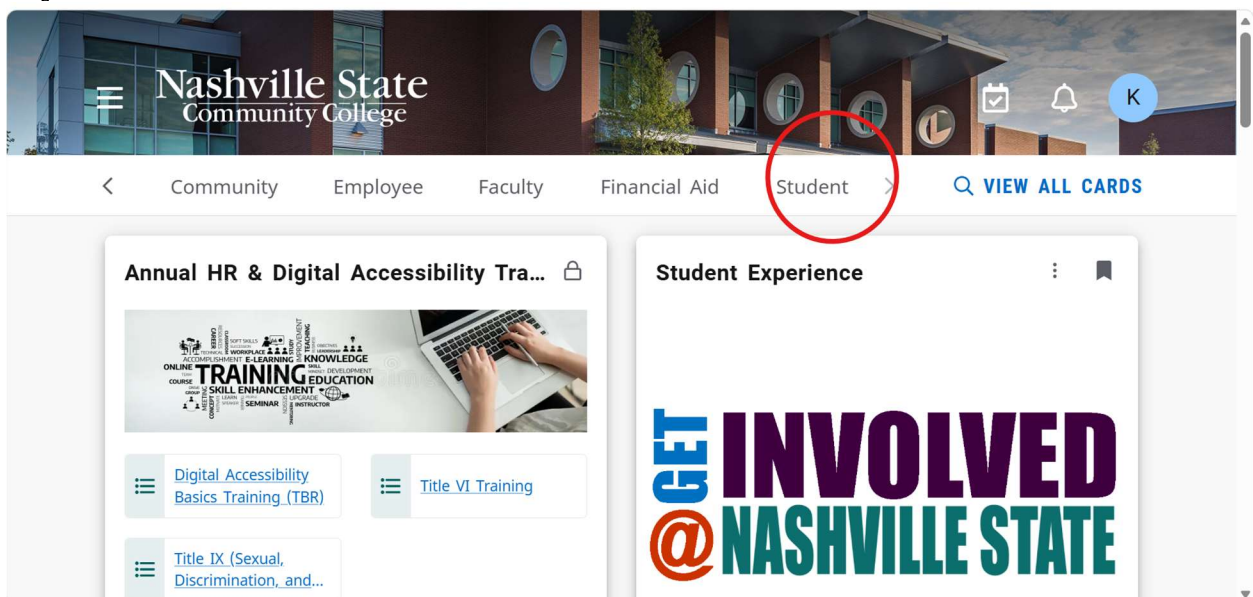
Access the Nashville State Community College Home Page

<http://www.nsccl.edu>

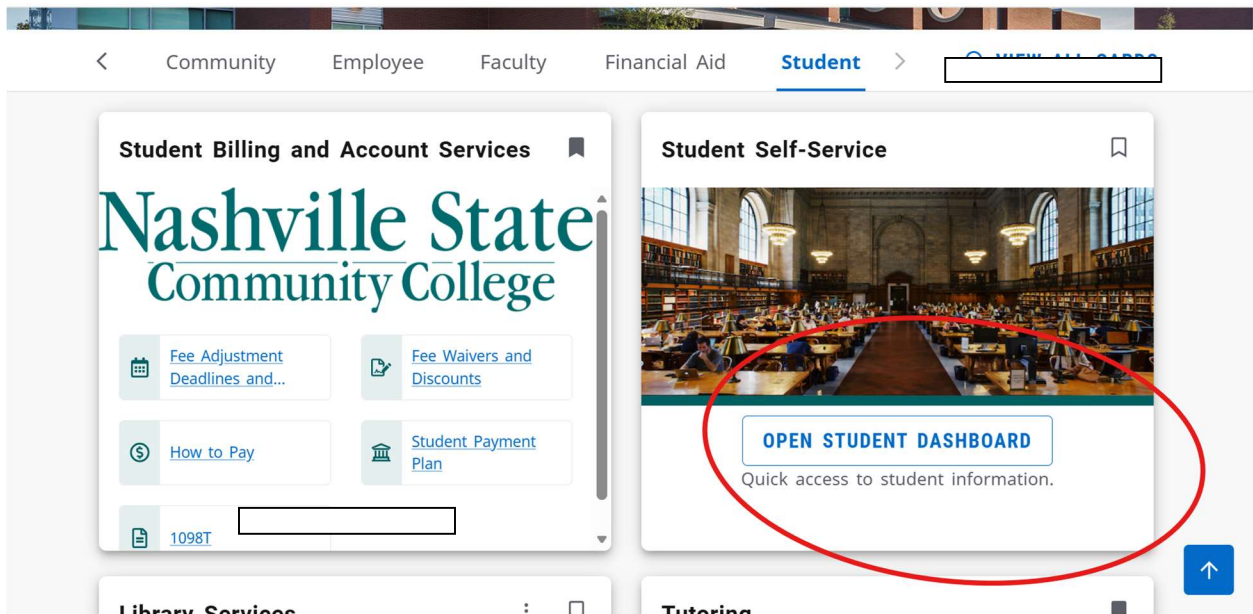
Step 1: Select “For Current Students” from the NSCC.Edu homepage, from the drop down menu select “MyNSCC”.



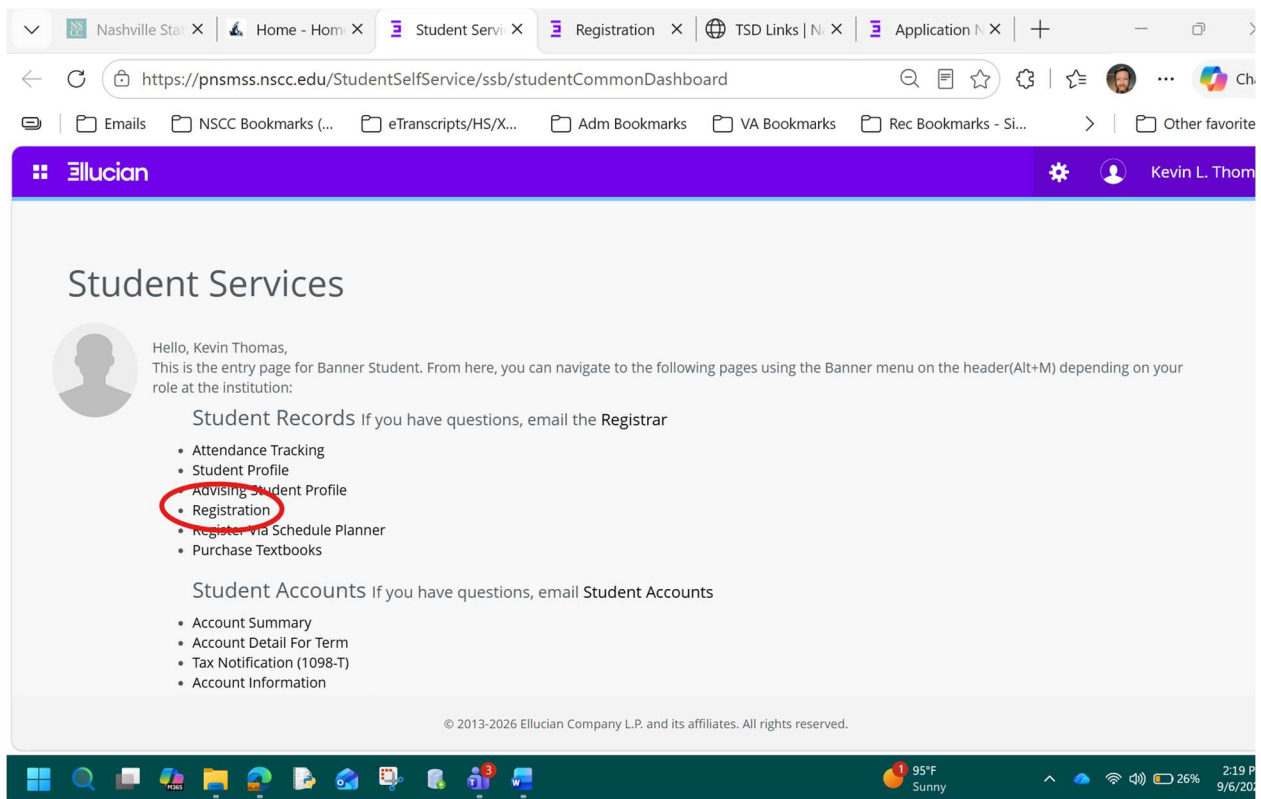
Step 2: Click the “Student” link



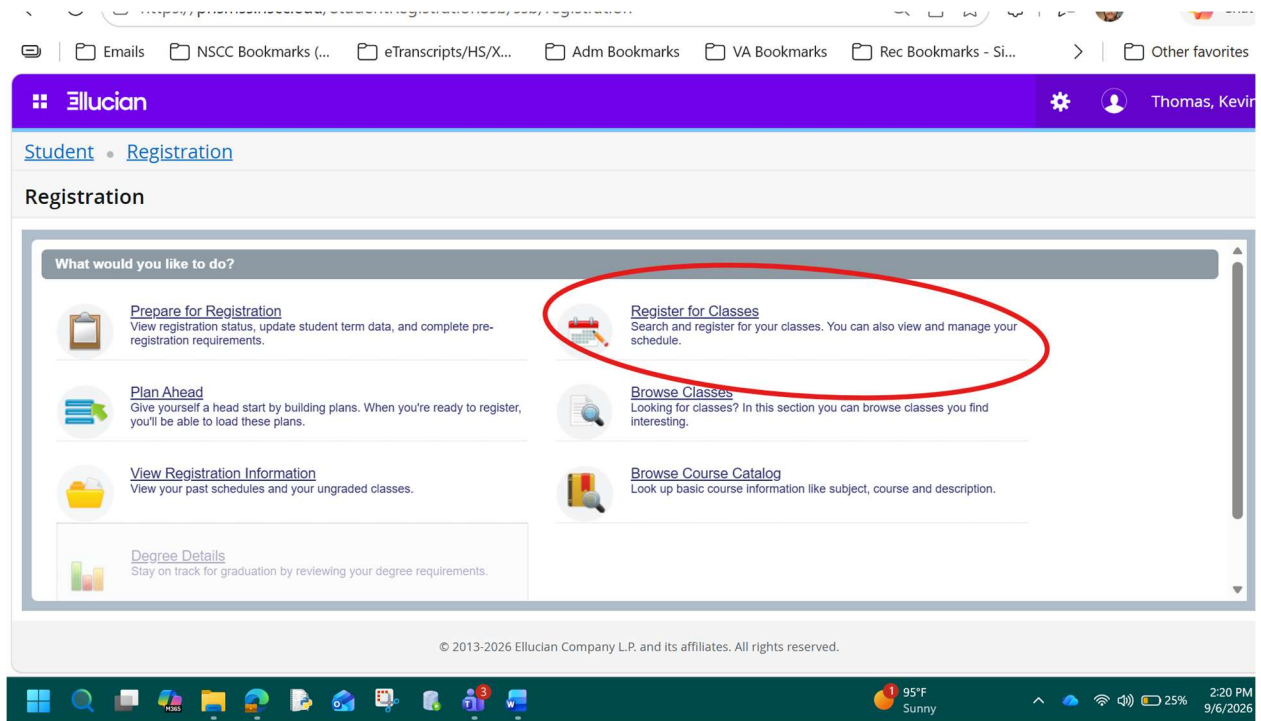
Step 3: Click “Open Student Dashboard”



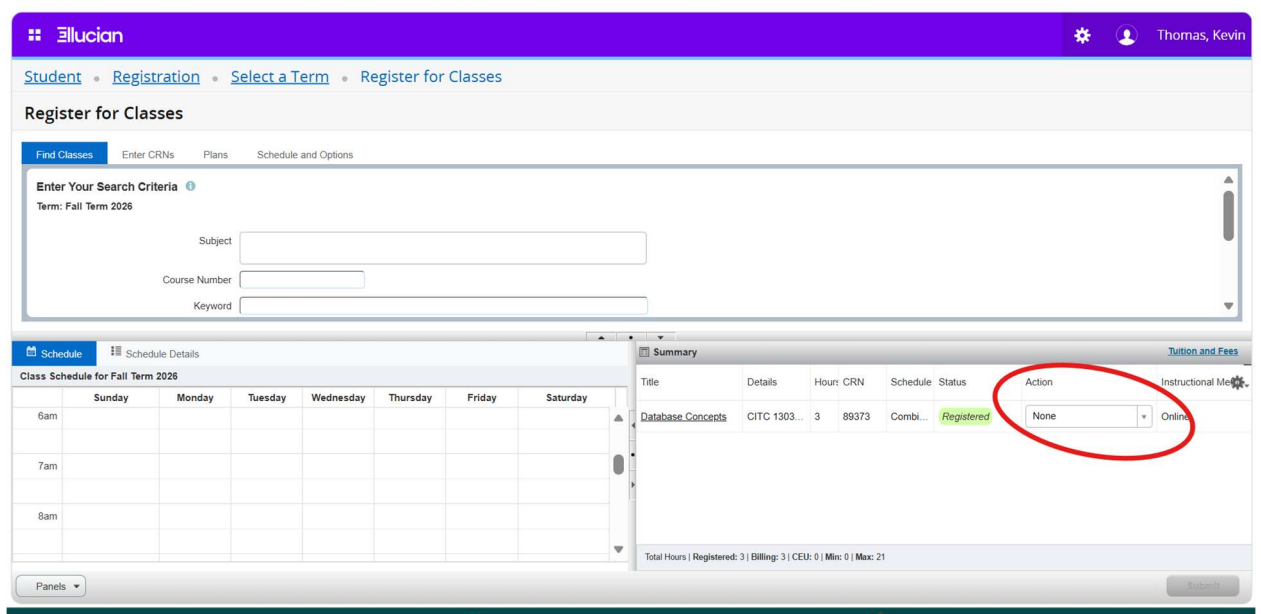
Step 4: Click “Registration”



Step 5: Click “Register for Classes”



Step 6: In the summary panel, click the action drop down menu and select the correct drop/withdraw reason.



Step 7: After selecting the drop/withdraw reason, click the “Submit” button:

The screenshot shows the 'Summary' tab of the MyNSCC interface. A table lists class details for 'Database Concepts' (CITC 1303...), showing 3 hours, CRN 89373, and a status of 'Registered'. The 'Action' column has a dropdown menu with '**Drop via Web**' selected. Below the table, a summary bar shows 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21'. The 'Submit' button is circled in red.

Title	Details	Hours	CRN	Schedule	Status	Action	Instructional Method
Database Concepts	CITC 1303...	3	89373	Combi...	Registered	**Drop via Web**	Online

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21

Submit

Step 8: To confirm look for the “Save Successful” message and the class status.

The screenshot shows the 'Summary' tab after a successful save. A green message box at the top says 'Save Successful'. The class entry in the table now has a status of 'Deleted'. The 'Submit' button is visible at the bottom.

Title	Details	Hours	CRN	Schedule	Status	Action	Instructional Method
Database Concepts	CITC 1303...	0	89373	Combi...	Deleted	None	Online

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 21

Submit

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

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