

Member of



Instructions for Dropping Classes via MyNSCC

If you are wanting to withdraw from **all** courses for which you are registered, you will need to complete the add/drop <u>form</u> and submit it to <u>Julie.williams@nscc.edu</u> for processing. Otherwise, proceed with the following instructions.

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 and then the "Go To MyNSCC link to log into your MyNSCC account.

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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.

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<u>Step3:</u> Enter your password in the Password field and then click LOGIN.



Step 4: Click on the "My Self Service" Tab.



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Step6: Click on the "Registration" link.

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<u>Step 7:</u> Click on the "Add or Drop Classes" link.

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

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<u>Step 8:</u> Choose the course that you wish to drop and click the drop down box beside it. <u>Be sure to click "Submit Changes" when finished</u> <u>so changes will be saved.</u> If you do not submit, you will remain registered in the course.

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