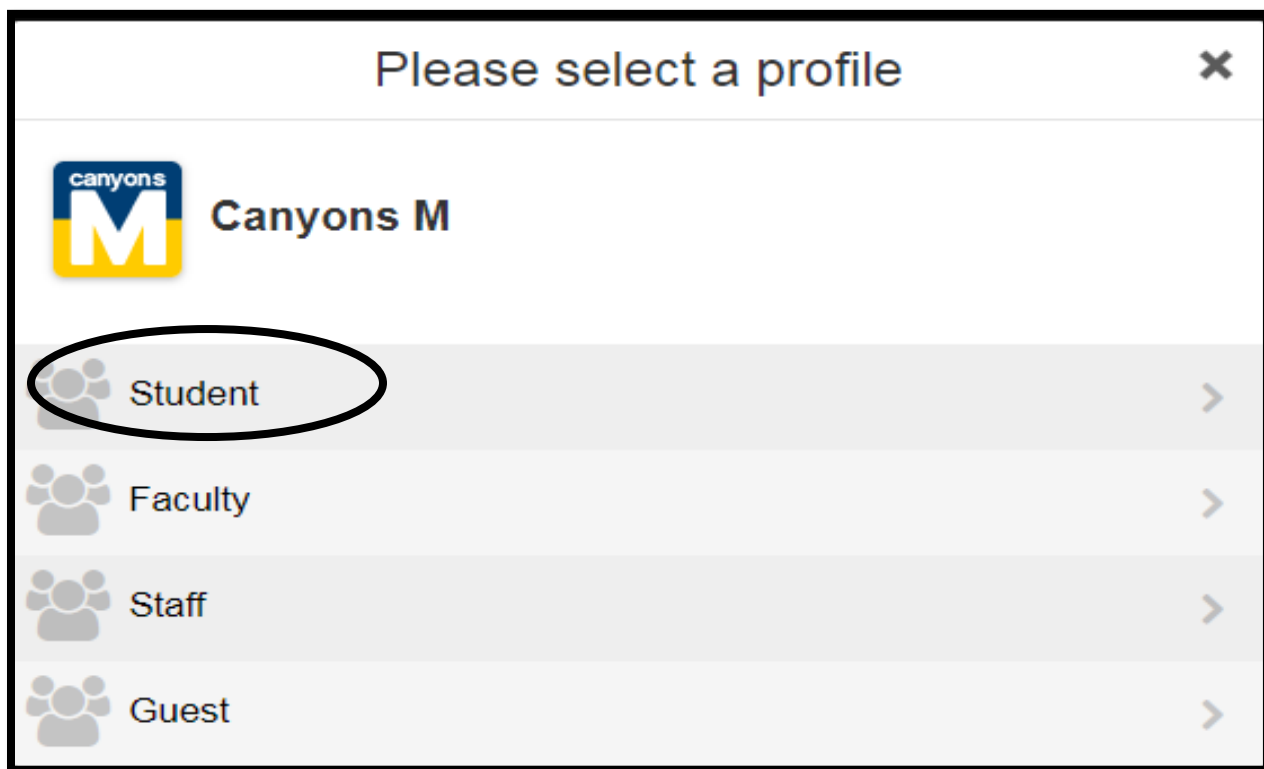


How to Drop Classes via My Canyons

1. Visit www.canyons.edu and click on “My Canyons”

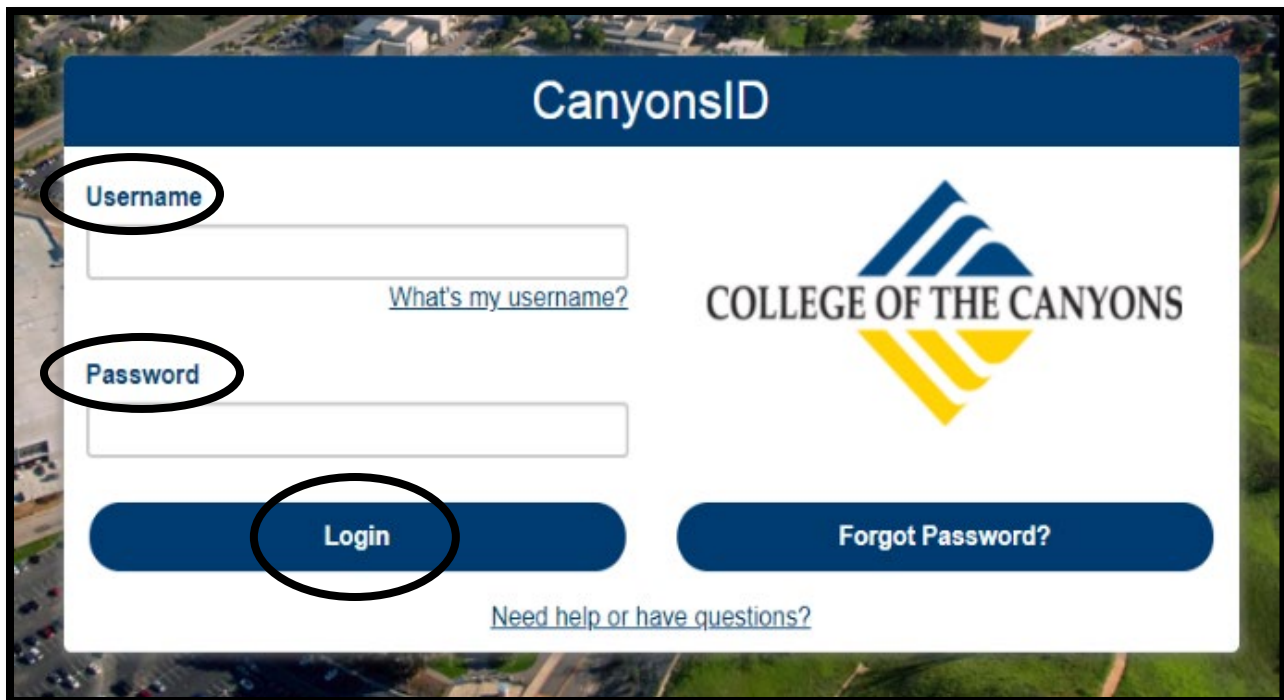


2. Click on “Student”



3. Type in your **Canyons ID Username and Password** and then click **“Login”**

Note: Username is your COC student email address

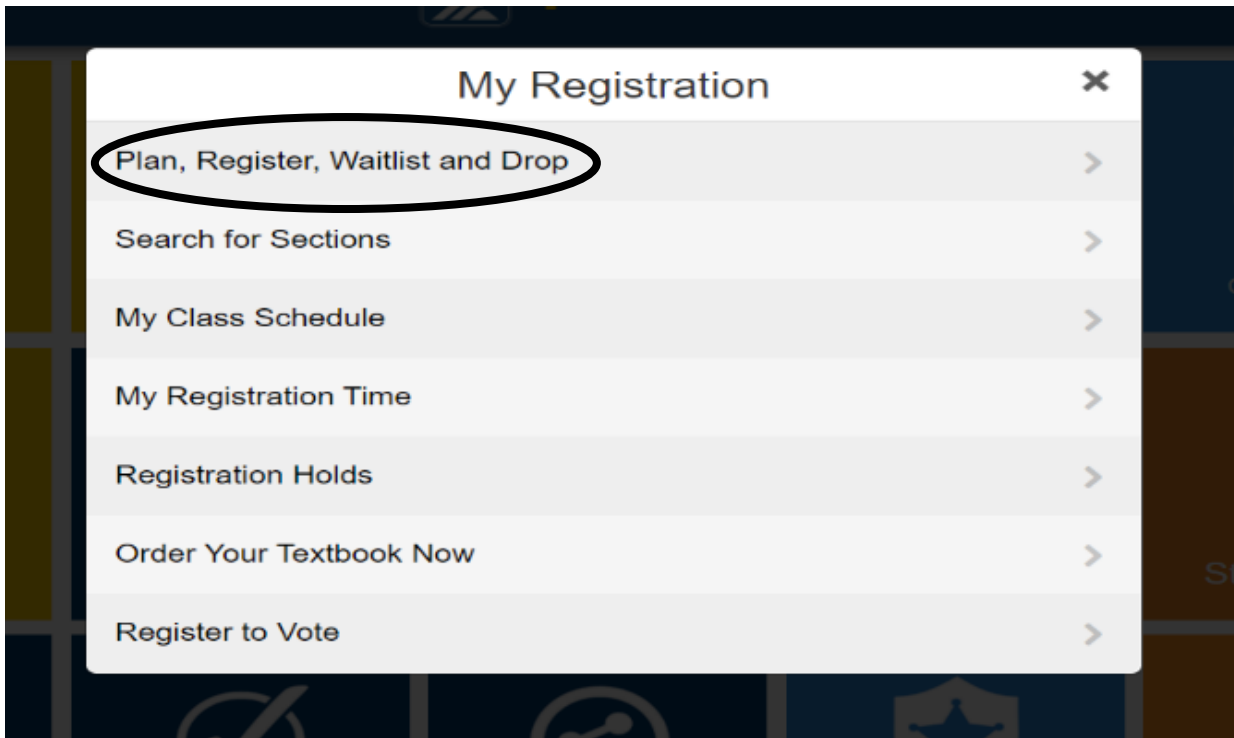


The image shows the CanyonsID login page. At the top, there is a blue header with the text "CanyonsID". Below the header, there are two input fields: "Username" and "Password". The "Username" field is circled in black. To the right of the input fields is the College of the Canyons logo, which consists of a stylized blue and yellow mountain peak above the text "COLLEGE OF THE CANYONS". Below the input fields, there are two buttons: "Login" and "Forgot Password?". The "Login" button is circled in black. At the bottom, there is a link that says "Need help or have questions?".

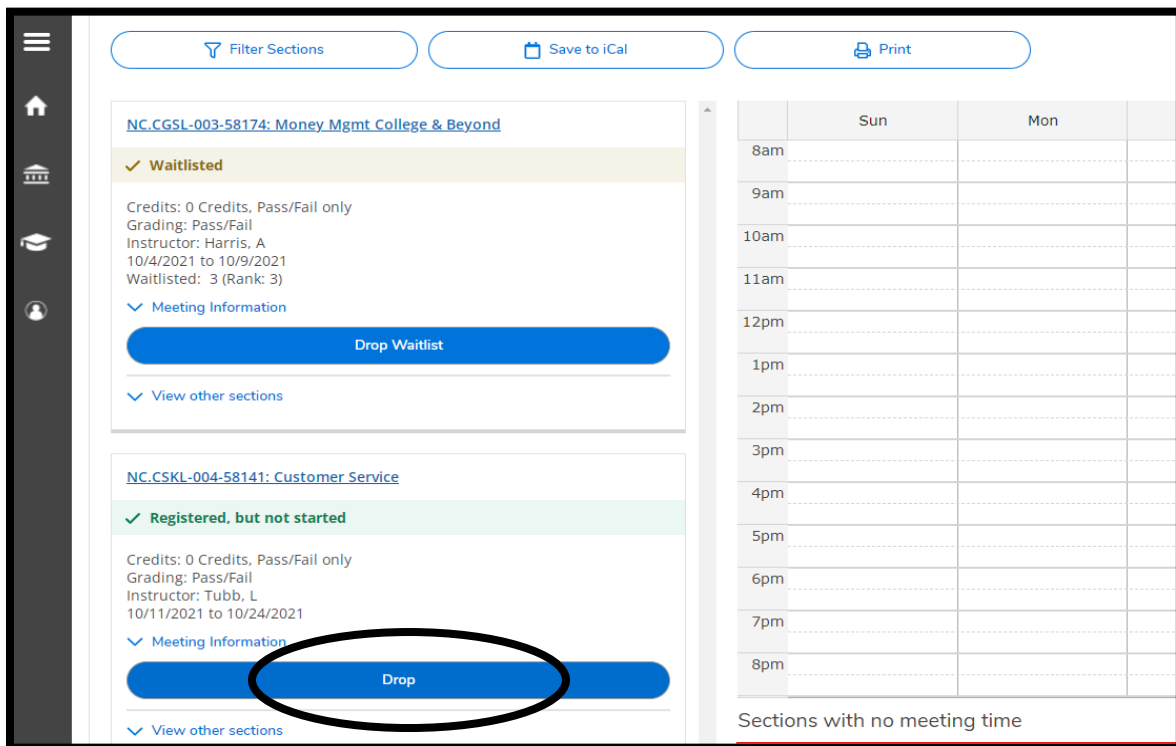
4. Click on the **green “My Registration”** tile on the top left corner



5. Click on “Plan, Register, Waitlist and Drop”



6. Click the blue “Drop” button for the course(s) you would like to drop



7. For continuing students dropping for a future term, make sure to use the **forward arrow ">"** to find the term in which you have registered. Then, click on the blue **"Drop"** button to drop from a course

The screenshot shows the 'Schedule' tab of a course management system. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these, there are navigation buttons: a left arrow, a right arrow (circled in black), and a plus sign. The current term is 'Winter 2022'. Below the navigation buttons are two buttons: 'Filter Sections' and 'Save to iCal'. The main content area shows a course section titled 'NC.CAWT-10A-58894: Computing & Internet Fundament'. Below the title, it says '✓ Registered, but not started'. Further down, it lists 'Credits: 0 Credits, Pass/Fail only', 'Grading: Pass/Fail', 'Instructor: Markarian, M', and '1/6/2022 to 2/3/2022'. There is a 'Meeting Information' section with a 'Drop' button (circled in black) and a 'View other sections' link. On the right side, there is a calendar view showing days of the week and times from 9am to 3pm.

8. Then click on **"Update"** to finalize your process

The screenshot shows a dialog box titled 'Register and Drop Sections'. It contains the text 'You have elected to drop: NC.CAWT-10A-58894 (0 Credits, Pass/Fail only)'. Below this, there is a section 'Select sections to drop:' with a checkbox that is checked and labeled 'NC.CAWT-10A-58894 (0 Credits, Pass/Fail only)'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Update' (circled in black).

9. If you would like to make sure you have successfully dropped the courses, you can check it through **“My Class Schedule”**

