

How to Drop Classes in ctcLink

This guide will show you how to drop classes you've enrolled for at Peninsula College.

Note: You may want to speak with an advisor about how dropping classes will affect your financial aid or your education plan.

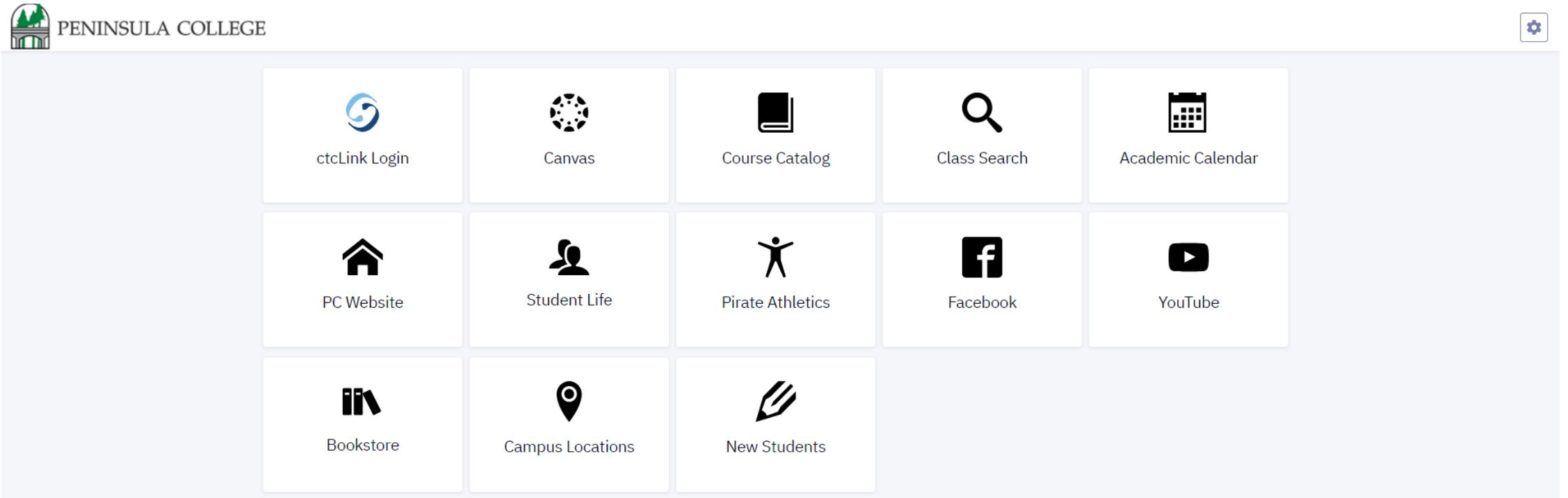


Note: You may want to speak with an advisor about how dropping classes will affect your financial aid or your education plan.



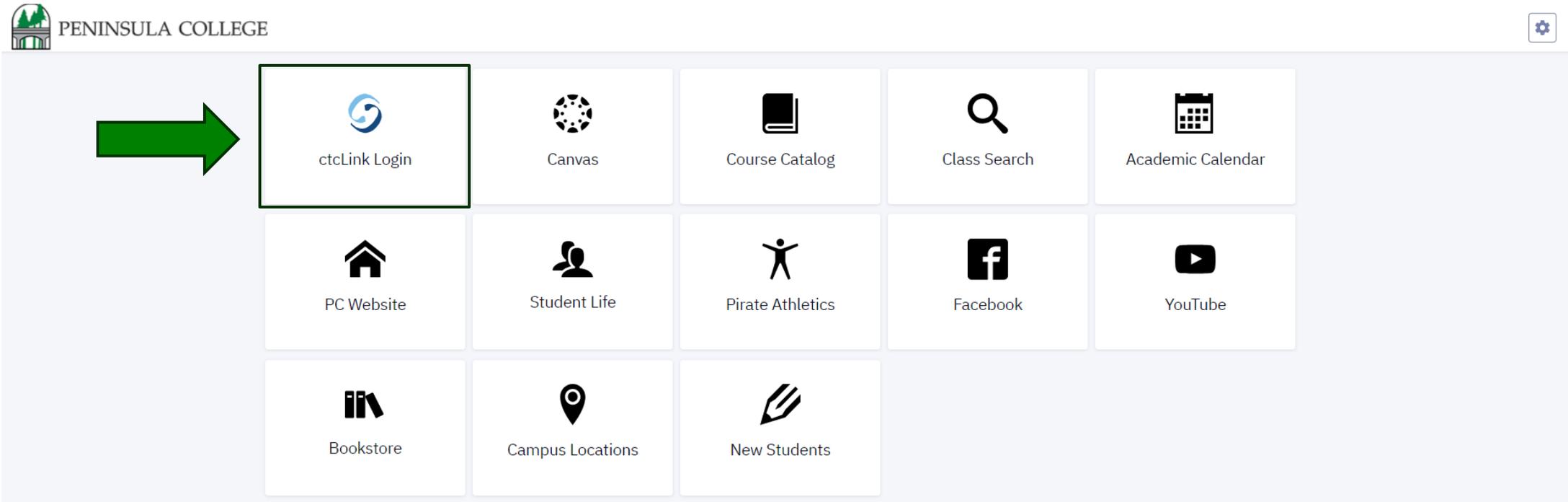
Proceed to ctcLink:

1. Open web browser and go to the [ctcLink Mobile Site](#) OR open the ctcLink app on your mobile device.



Navigate to ctcLink Login Portal:

2. Select/Tap on the ctcLink Login Tile.

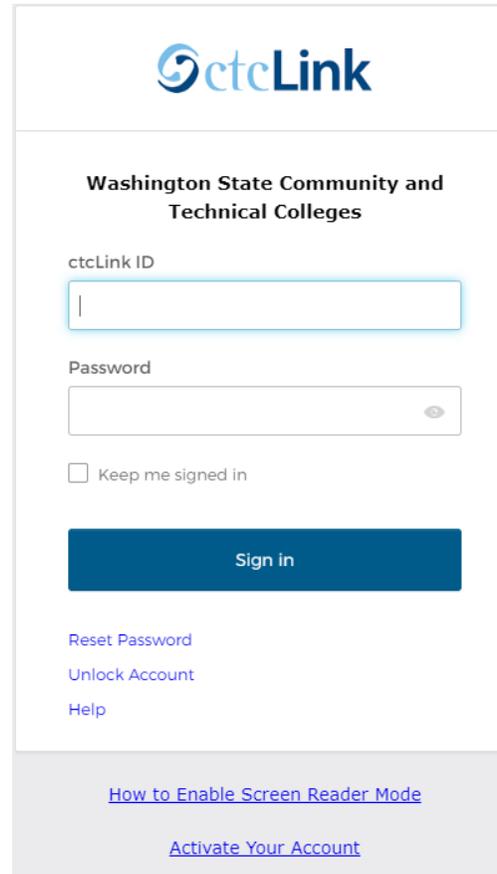


The image shows a screenshot of the Peninsula College dashboard. At the top left is the Peninsula College logo and name. At the top right is a settings gear icon. The main area contains a grid of service tiles. A large green arrow points to the 'ctcLink Login' tile, which is highlighted with a black border. The tiles are arranged as follows:

 ctcLink Login	 Canvas	 Course Catalog	 Class Search	 Academic Calendar
 PC Website	 Student Life	 Pirate Athletics	 Facebook	 YouTube
 Bookstore	 Campus Locations	 New Students		

Log in to ctcLink:

3. Log in to ctcLink.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The login form includes a "ctcLink ID" field, a "Password" field with a visibility toggle, a "Keep me signed in" checkbox, and a blue "Sign in" button. At the bottom of the form are links for "Reset Password", "Unlock Account", and "Help". A footer bar contains links for "How to Enable Screen Reader Mode" and "Activate Your Account".

ctcLink

Washington State Community and
Technical Colleges

ctcLink ID

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

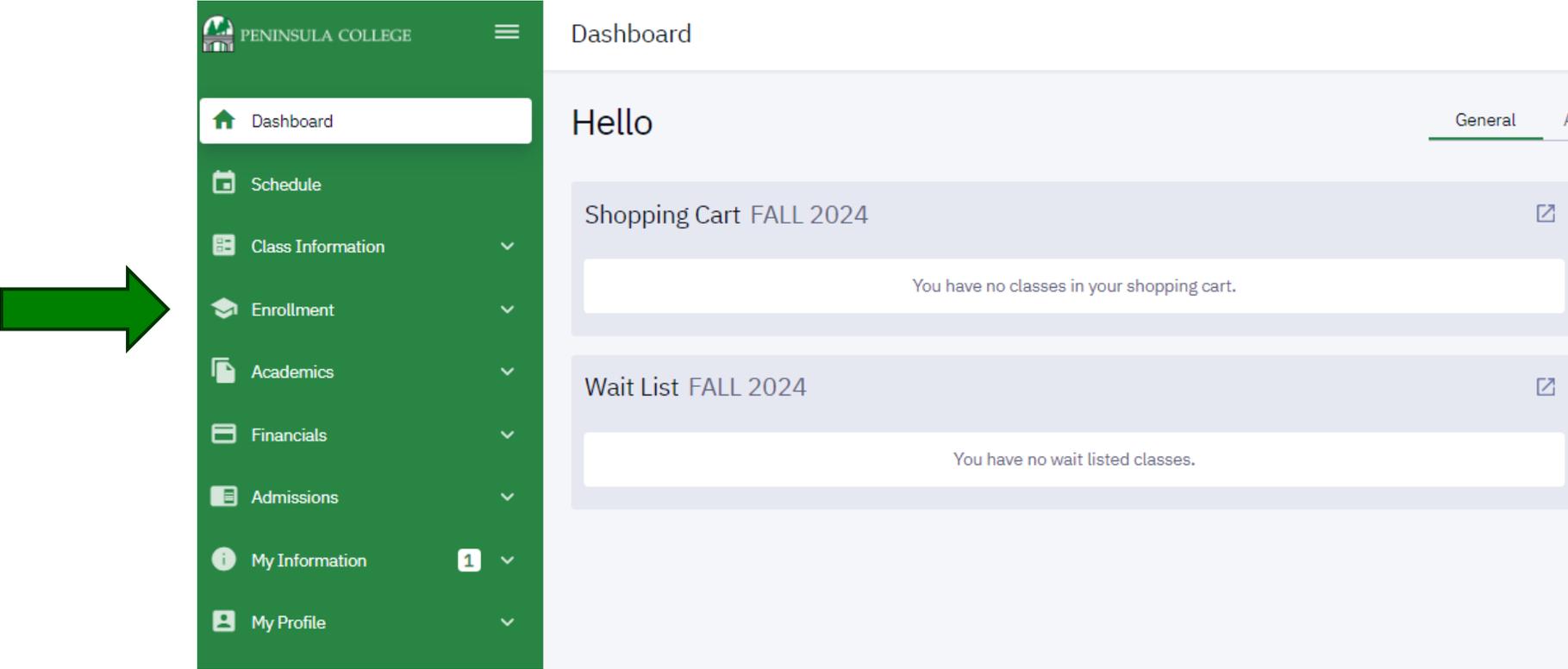
[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Expand Enrollment:

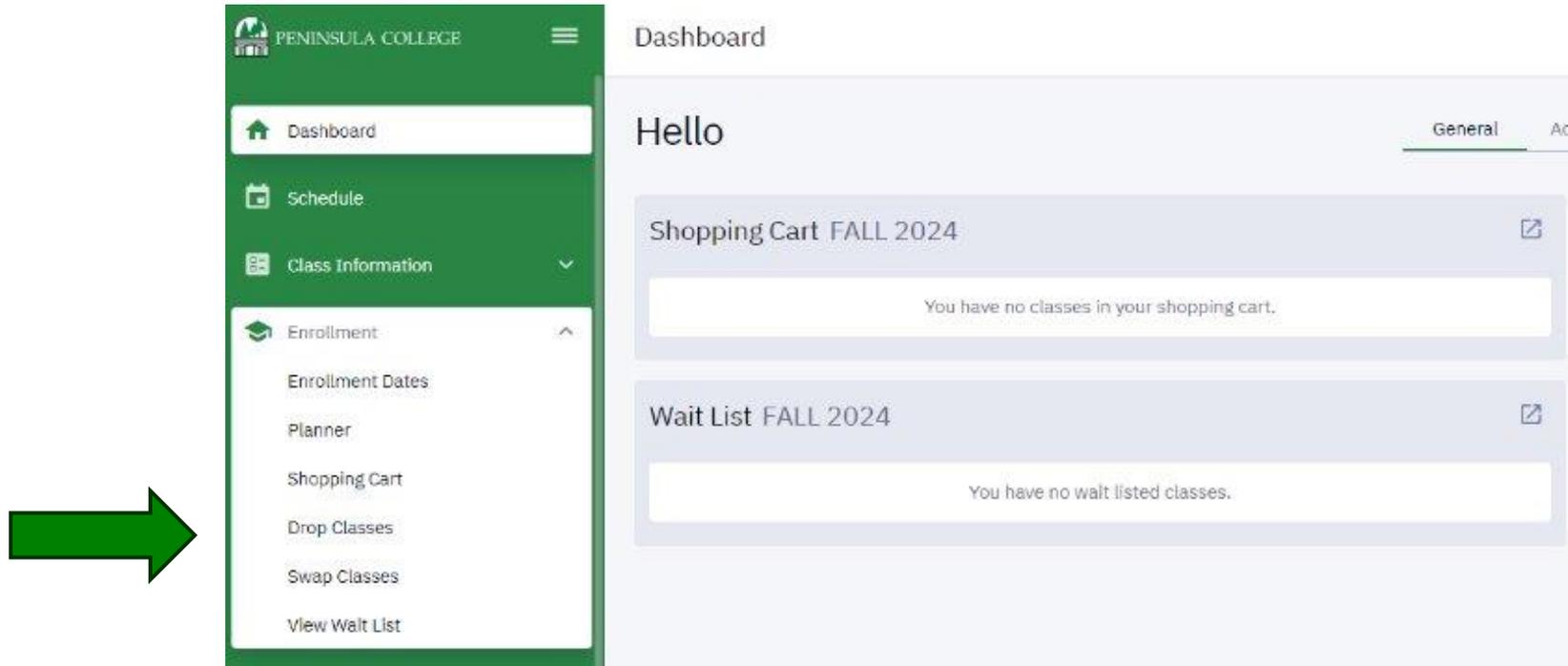
4. On the left, select **Enrollment** to expand the menu.



The screenshot shows a user interface for Peninsula College. On the left is a green sidebar menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information (with a notification badge '1'), and My Profile. A large green arrow points to the 'Enrollment' item. The main content area is titled 'Dashboard' and 'Hello'. It features a 'Shopping Cart FALL 2024' section with a message: 'You have no classes in your shopping cart.' Below it is a 'Wait List FALL 2024' section with a message: 'You have no wait listed classes.' A 'General' tab is visible at the top right of the main content area.

Select Drop Classes:

5. Select **Drop Classes** from list of options.



The image shows a screenshot of the Peninsula College student dashboard. On the left is a green sidebar menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner, Shopping Cart, Drop Classes, Swap Classes, and View Wait List. A large green arrow points from the left towards the 'Drop Classes' option. The main content area is titled 'Dashboard' and 'Hello'. It features two sections: 'Shopping Cart FALL 2024' and 'Wait List FALL 2024'. Both sections contain a message: 'You have no classes in your shopping cart.' and 'You have no wait listed classes.' respectively. The 'Drop Classes' option in the sidebar is highlighted with a light blue background.

Review Classes:

6. You will now see the list of classes you may drop. Review this list to determine which class(es) you'd like to drop.

The screenshot shows the 'Drop Classes' page in the Peninsula College system. On the left is a green sidebar with navigation links: Dashboard, Schedule, Class Information, Enrollment (with sub-links for Enrollment Dates, Planner, Shopping Cart, Drop Classes, Swap Classes, and View Wait List), and a checkmark next to Drop Classes. The main content area has a title 'Drop Classes' and a settings icon. Below the title, there is a dropdown for 'Term: FALL 2024' and 'Enrolled Units: 5', with a green 'Drop' button. A heading reads 'Select classes to drop and then select Drop'. Below this is a table with the following data:

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> ART 104 1-LEC (14273)	Drawing:Methods/Material	ONL	-	-	Online	Michael Miller	5	 <input type="checkbox"/> 

Select Classes:

7. On the right, select the class(es) you'd like to drop by adding a checkmark.

The screenshot displays the 'Drop Classes' page in the Peninsula College system. The sidebar on the left contains navigation links: Dashboard, Schedule, Class Information, Enrollment, Enrollment Dates, Planner, Shopping Cart, Drop Classes (checked), Swap Classes, and View Wait List. The main content area shows the 'Drop Classes' title, a 'Term' dropdown set to 'FALL 2024', and 'Enrolled Units: 5'. A 'Drop' button is located in the top right corner. Below this, a table lists the enrolled classes. The table has columns for CLASS, DESCRIPTION, DAYS, START, END, ROOM, INSTRUCTOR, UNITS, and STATUS. One class is listed: ART 104 1-LEC (14273), Drawing:Methods/Material, ONL, with 5 units. A green checkmark is visible in the 'Drop' column for this class, and a large green arrow points to it.

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> ART 104 1-LEC (14273)	Drawing:Methods/Material	ONL			Online	Michael Miller	5	<input checked="" type="checkbox"/>

Drop Classes:

8. Once you have made your selection(s), select the **Drop** button.

The screenshot displays the 'Drop Classes' interface for Peninsula College. On the left is a green sidebar with navigation options: Dashboard, Schedule, Class Information, Enrollment (with a sub-menu including Enrollment Dates, Planner, Shopping Cart, Drop Classes (checked), and Swap Classes), and View Wait List. The main content area is titled 'Drop Classes' and includes a 'Term' dropdown set to 'FALL 2024' and 'Enrolled Units: 5'. Below this is a table with the following data:

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> ART 104 1-LEC (14273)	Drawing:Methods/Material	ONL	-	-	Online	Michael Miller	5	

A green arrow points to a green 'Drop' button located in the top right corner of the main content area.

Drop Confirmed:

9. You will now receive a message confirming that your class has been dropped. Click **OK** to dismiss this message.

Drop results

Drop results of 1 class for the term
FALL 2024.

CLASS	STATUS
ART 104	Success

This class has been removed from your schedule.

OK



Enrollment Issues?

If you are experiencing issues with enrolling for classes, first try clearing your Internet browser history and try again.

If you are still experiencing issues, please contact Student Services at (360) 417-6340 or email us at studentservices@pencol.edu



If you have any questions or need further assistance contact the IT Help Desk at (360) 417-6565 or helpdesk@pencol.edu

