

# 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.

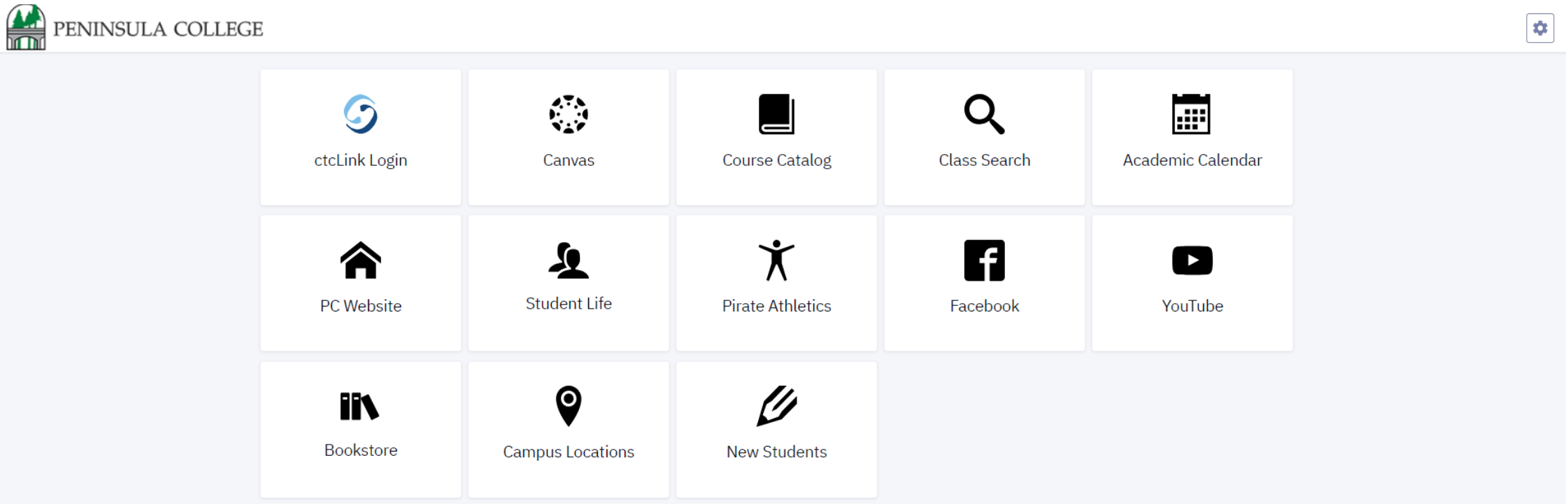


Note: You may want to speak with an advisor about how dropping classes will affect your financial aid or your education plan.
















# Proceed to ctcLink:

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

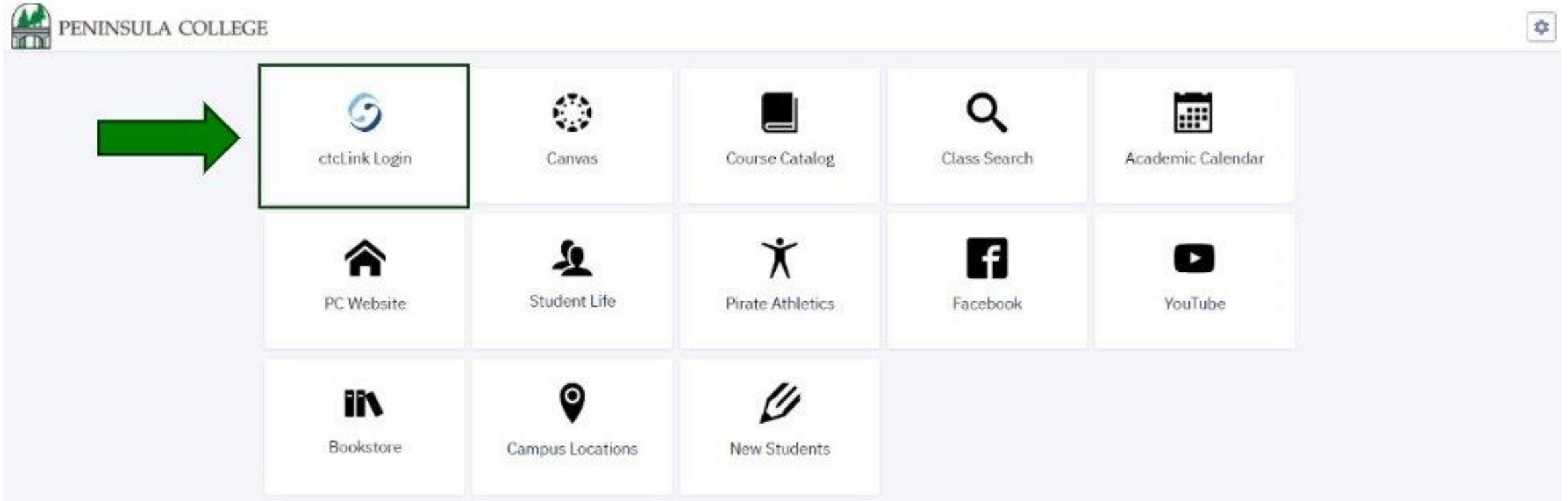


The screenshot shows the mobile site dashboard for Peninsula College. At the top left is the college logo and name, and at the top right is a settings gear icon. The main area contains a grid of 15 white tiles with icons and text labels for various services.

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

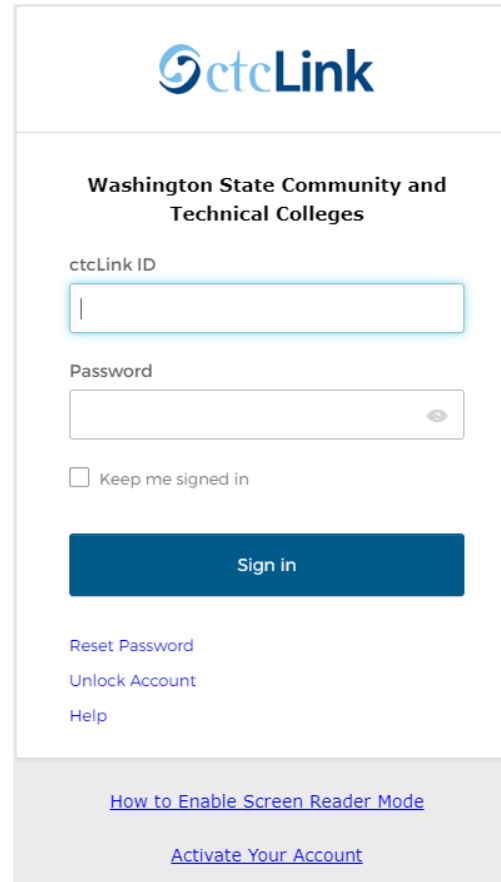
# Navigate to ctLink Login Portal:

2. Select/Tap on the ctLink Login Tile.



# 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" input field, a "Password" input field with a toggle icon, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the password field. At the bottom of the form are links for "Reset Password", "Unlock Account", and "Help". A grey footer bar contains the links "How to Enable Screen Reader Mode" and "Activate Your Account".

**ctcLink**

Washington State Community and  
Technical Colleges

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

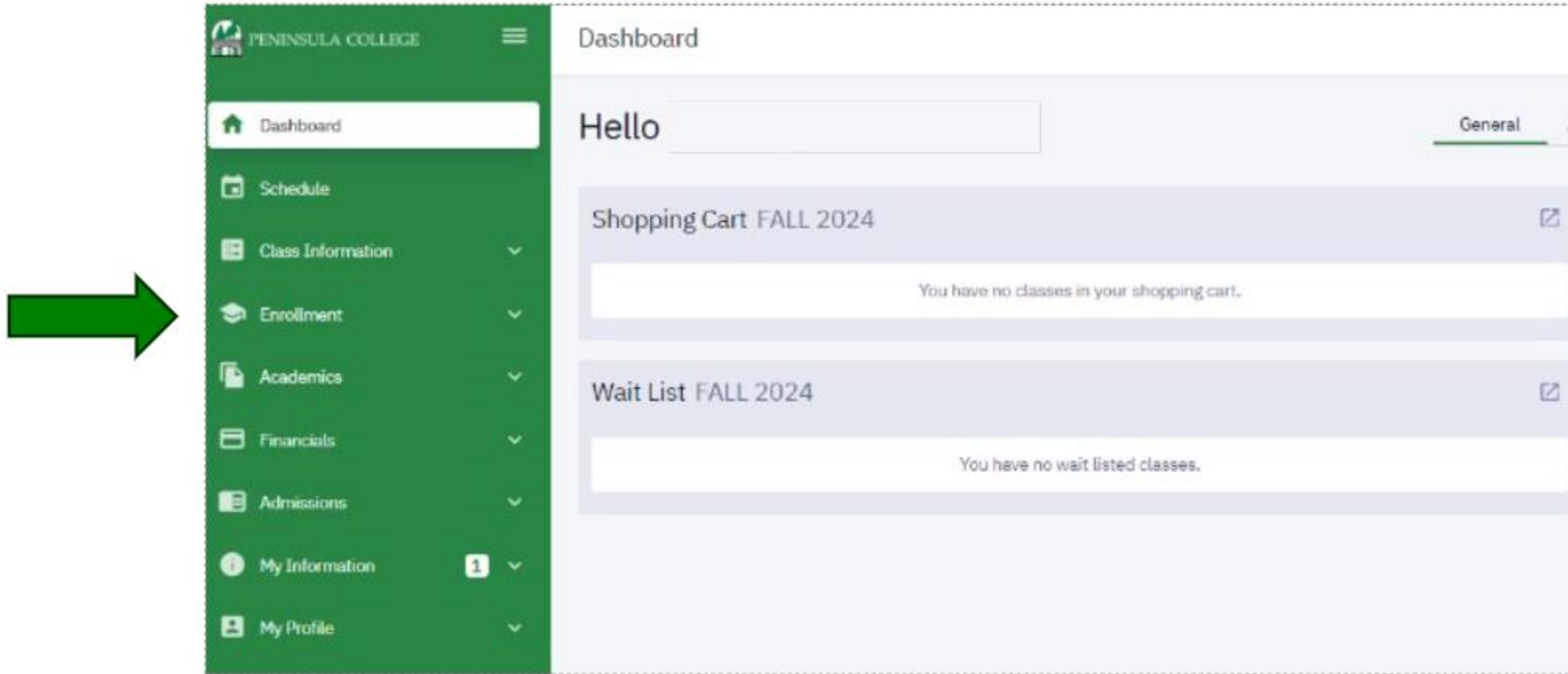
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



# Expand Enrollment:

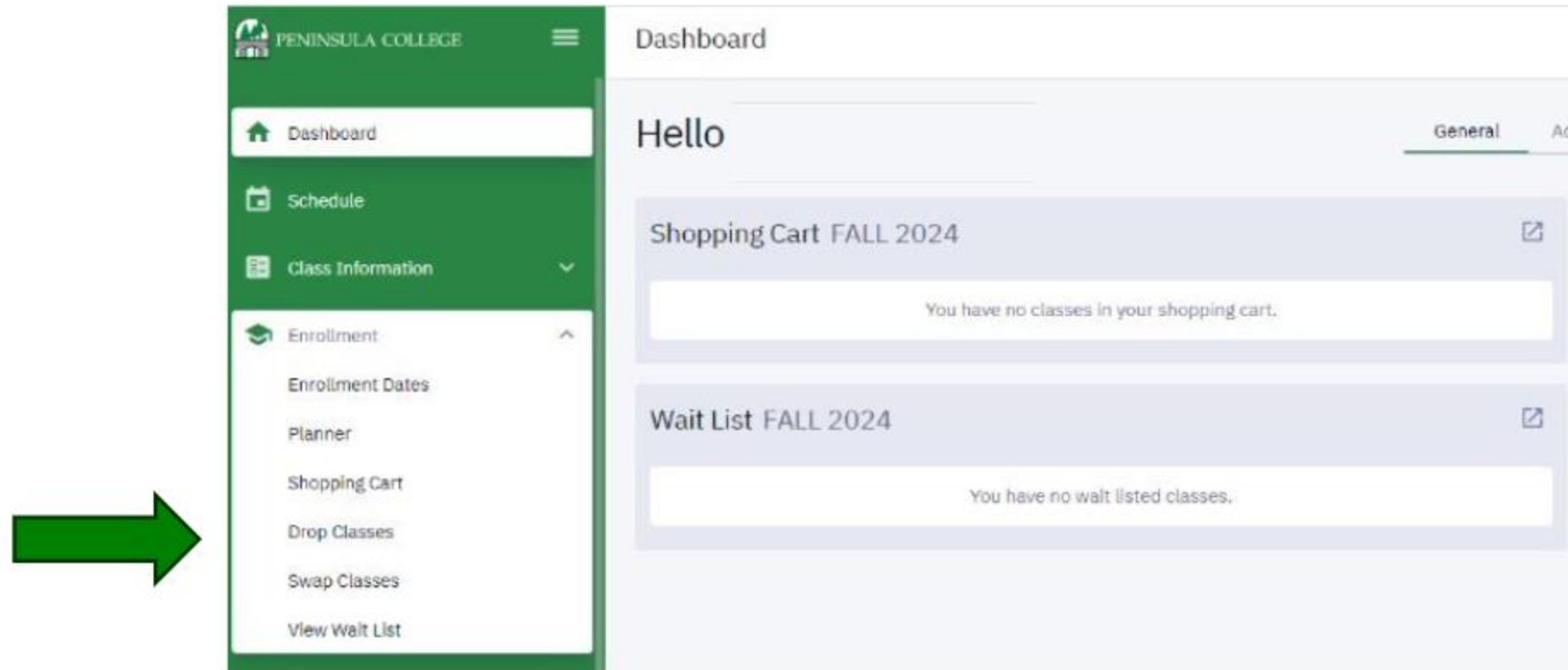
4. On the left, select **Enrollment** to expand the menu.



The screenshot shows the Peninsula College dashboard interface. 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' menu item. The main content area is titled 'Dashboard' and includes a 'Hello' greeting, a 'Shopping Cart FALL 2024' section with the message 'You have no classes in your shopping cart.', and a 'Wait List FALL 2024' section with the message 'You have no wait listed classes.'.

# 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 navigation sidebar with the following menu 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' menu item. The main content area on the right 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' menu item is highlighted in the sidebar.



# 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.

Drop Classes

Term: FALL 2024 Enrolled Units: 5 Drop

Select classes to drop and then select Drop

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



# Select Classes:

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

Peninsula College

Drop Classes

Term: FALL 2024 Enrolled Units: 5

Select classes to drop and then select Drop

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

# Drop Classes:

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

Drop Classes

Term: FALL 2024 Enrolled Units: 5

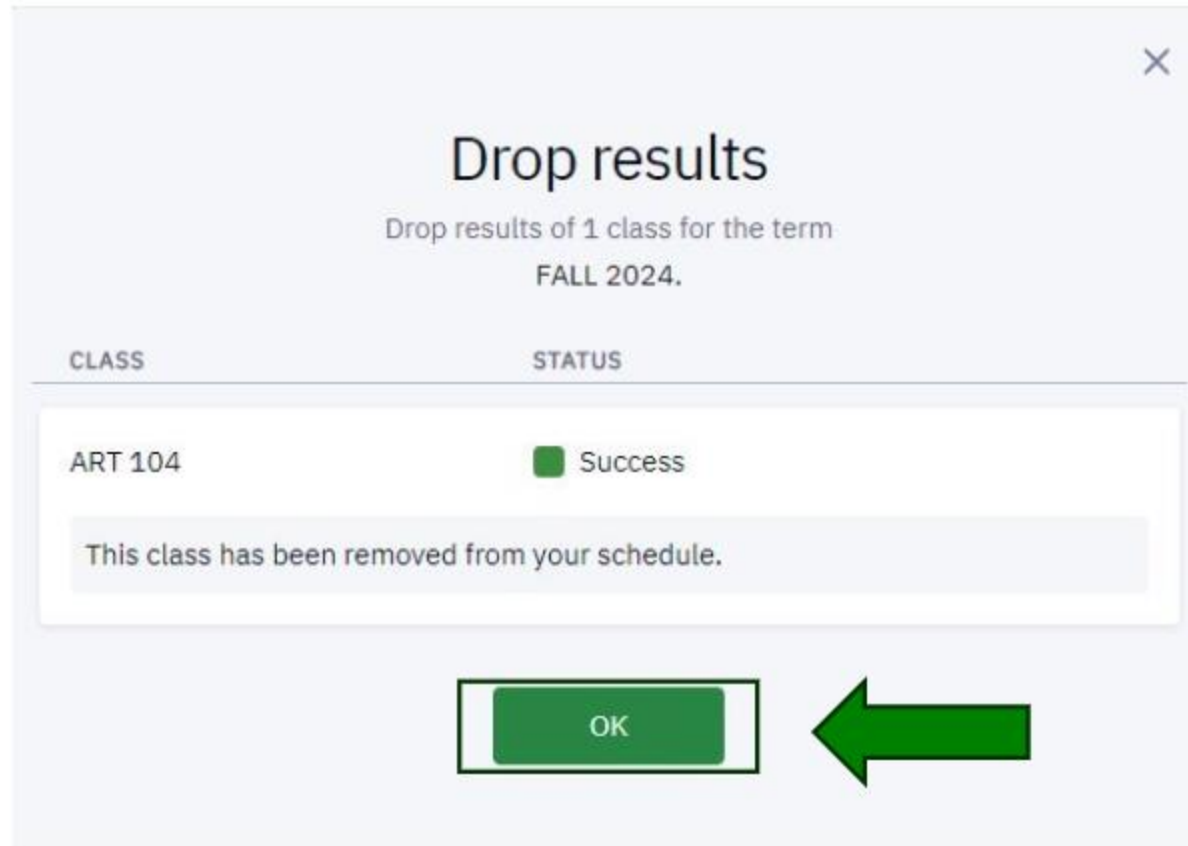
Select classes to drop and then select Drop

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

Drop

## Drop Confirmed:

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



The screenshot shows a dialog box titled "Drop results" with a close button (X) in the top right corner. Below the title, it says "Drop results of 1 class for the term: FALL 2024." There is a table with two columns: "CLASS" and "STATUS". The table contains one row: "ART 104" under "CLASS" and "Success" under "STATUS". Below the table, there is a message box that says "This class has been removed from your schedule." At the bottom of the dialog box, there is a green "OK" button. A large green arrow points to the "OK" button from the right.

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](mailto: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](mailto:helpdesk@pencol.edu)

