



## How do I Drop a Class?

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### Dropping a Class

- Students may drop classes throughout the registration and add/drop period.
- It is the student's responsibility to drop classes by the deadline date. Deadlines are published in the Academic Calendar.
- Students may drop classes **online** through Web Services **or** during in-person registration and add/drop period.
- Tuition will be adjusted according to the Tuition Refund Policy.
- Dropped classes will not appear on student's permanent transcript.

**Caution!** Dropping classes may affect student's financial aid eligibility, NJSTARS eligibility, veteran's benefits, athletic eligibility, F-1 Visa status, and timely completion of degree requirements. Students are strongly urged to speak with their instructor or a counselor **before** dropping classes.

### Steps for Dropping a Class Online through Web Services

1. Log on to **MyECC Portal** with User Name and Password.
2. Click on the **Web Services** tab.
3. Click on **Student & Financial Aid**.
4. Click on **Registration**, click on **Register Add/Drop Classes**.
5. **Select Term**, and click on **Submit Term**.

The classes for which you have registered will be displayed.

6. Click on the pull down menu in the **Action column**, select **Web Drop Delete** and click on **Submit Changes**.
7. Scroll down and click on **Fee Assessment**.
8. Scroll down, click on **Student Detail Schedule** to see your adjusted schedule.
9. **Exit** and close your browser to protect your privacy.