HOW TO DROP A CLASS

NOTE: All students should carefully consider the consequences of changing their schedules after classes begin. However, it is possible to drop courses during the time period set forth in the class schedule for each term. If the time period to drop a class has ended and you need to withdraw from a class, then go to Enrollment Services and Student Success to complete a withdrawal form. If you are a distance learner, then email your instructor to withdraw from a class.

1. Go to www.tcc.fl.edu and click on TCC Passport (bottom right under RESOURCES).

2. Click Sign In on the TCC Passport homepage (blue navigation panel on the left).

3. Once you are signed into TCC Passport, click Platinum Summary under My Success Platinum.

4. Scroll to the far right of the Platinum Summary page and click Credit Registration.

5. Choose the appropriate term using the drop-down arrow, and click Select Term.

CONTINUE TO STEP 6 ➔
6. Locate the course that you want to drop and click **Drop Class**.

7. After you click **Drop Class**, then click the red **Register Now** button.

8. If there are no error messages, then click the grey **View/Print Schedule and Fees** button. **NOTE:** All fees are not necessarily paid by FL Prepaid or other financial programs - please print schedule for fee information, and then select Pay Your Fees below.

9. **NOTE:** Your schedule is not finalized until you click **View/Print Schedule and Fees**, and see a screen similar to the below image.