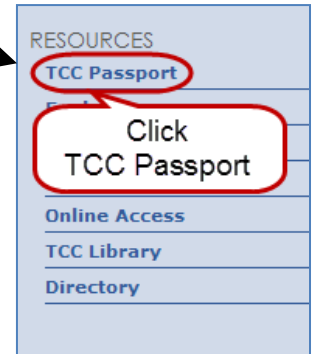


HOW TO DROP A CLASS

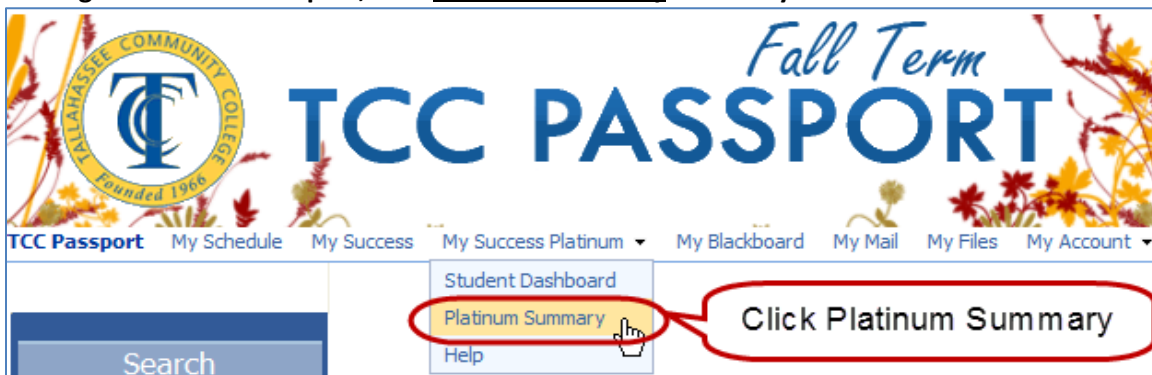
NOTE: All students should carefully consider the consequences of changing their schedules after classes begin. However, it is possible to drop courses during the time period set forth in the class schedule for each term. If the time period to drop a class has ended and you need to withdraw from a class, 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).

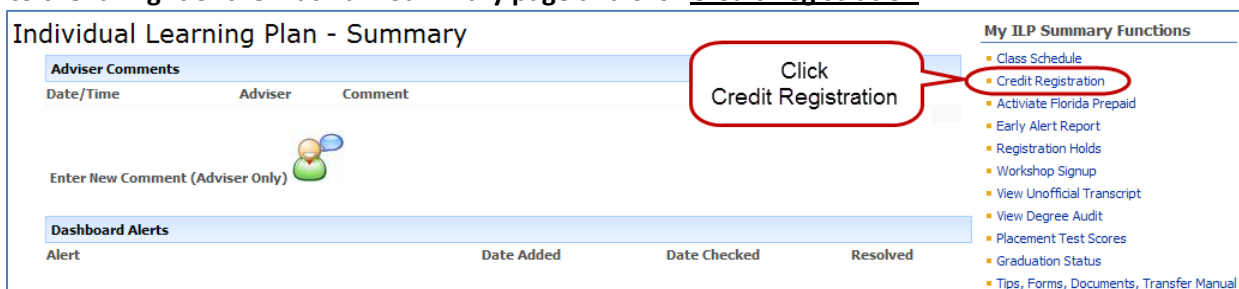
2. Click **Sign In** on the TCC Passport homepage (blue navigation panel on the left).



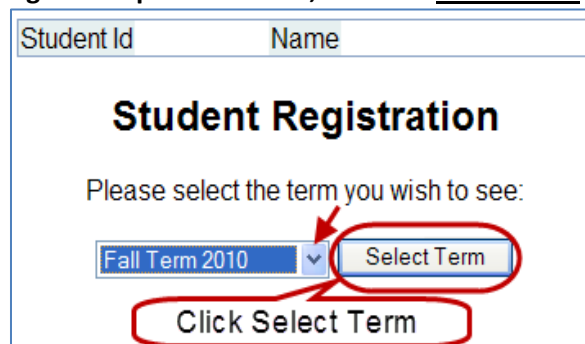
3. Once you are signed into TCC Passport, click **Platinum Summary** under **My Success Platinum**.



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**.

Ref Num	Course Id	Sess	Start Date End Date	Campus Bldg/Room	Start Time End Time	Day(s)	Instructor
You can Drop the following courses							
081659	AMH2010	Oct Exp 8	10/15/10 12/10/10	Main Campus HSS /108	2:30 PM 4:25 PM	UMTWRFS	Gregory, David
<input type="button" value="Drop Class"/>							
Special Designators: Web-Assisted Class Deadline: Drop w/Refund: 10/20/10 W/Draw: 10/15/10							

Click Drop Class

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

Ref Num	Course Id	Sess	Start Date End Date	Campus Bldg/Room	Start Time End Time	Day(s)	Instructor
<input type="button" value="Register Now"/>							
Click Register Now							
You can Drop the following courses							
D 081659	AMH2010	Oct Exp 8	10/15/10 12/10/10	Main Campus HSS /108	2:30 PM 4:25 PM	UMTWRFS	Gregory, David
<input type="button" value="Cancel Drop"/>							
Special Designators: Web-Assisted Class							

8. If there are no error messages, then click the grey **View / Print Schedule and Fees** button.

Your Registration is not complete until you select **View/Print Schedule and Fees** below.
 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.

Today's Date: Fri Mar 26 12:41:25 EDT 2010				Summer Term 2010			
Total Schedule	- Sched Paid by Financial Aid	= Schedule Amt Due	+ Obligations Due	+ Receivables Due	- Previously Paid by Student	= Student to F Amount	
\$804.60	\$0.00	\$804.60	\$0.00	\$0.00	\$0.00	\$804.60	
Total Credit Hours			3.0	Total NonCredit Hours			0.0
Credit Fees Owed			\$804.60	NonCredit Fees Owed			\$0.00
Credit Payment Due Date			04/27/10	NonCredit Payment Due Date			
Fees are due by 10:00 pm on the payment due date. Your payment due date is listed above. Lack of payment will result in loss of schedule and temporary lock out that prevents immediate re-registration.							
Click here to pay by credit card							
<input type="button" value="Print"/>							