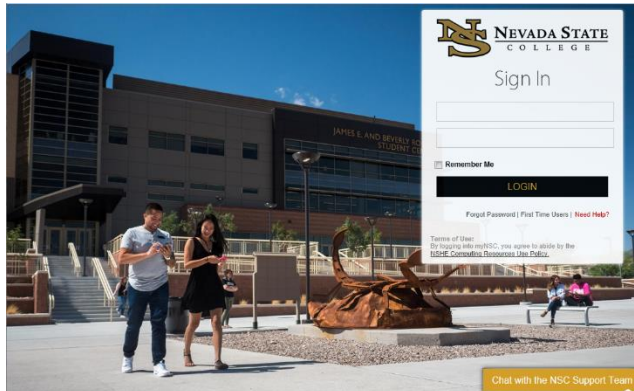


## **Dropping or Withdrawing a Class(es)**

1. Login to the NSC Portal (<http://my.nsc.edu>)
  2. Click on the Student Center link
    - a. *Before dropping/withdrawing from classes,*
      - i. *Review the class deadline for dropping and/or withdrawing or review the [Academic Calendar](#) for dates.*
      - ii. *Visit your Academic Advisor and discuss your options and/or recommendations.*
      - iii. *Speak with Financial Aid about consequences to your aid.*
  3. Click on Enrollment: Drop
  4. Select Term
  5. Select the class(es) to drop/withdraw and click on the green “Drop Selected Classes” button
  6. Review and confirm the classes to be dropped and click on the green “Finish Dropping” button
- 



### **Step 1**

Login to the [NSC Portal](#) using your NSHE ID and password.

## Step 2

Select the **Student Center** link to login to myNSC.

The screenshot shows the myNSC portal for Nevada State College. At the top, the user is logged in as Scotty Scorpion. The navigation bar includes links for Home, Events, Social Media, Cafe Menu, Bookstore, Advising, Tutoring, Disability Services, My Files, Documents, and Feedback. The main content area is divided into three columns:

- QuickLaunch:** A sidebar with a search bar and a list of launchpad items. The 'STUDENT CENTER' link is highlighted with a red arrow.
- My Messages:** A section displaying three unread messages:
  - Spring 2017 Commencement Ceremony** (Normal | 02/02/2017 07:13 PM | UNREAD)
  - Free Tax Preparation on Campus** (Normal | 02/02/2017 05:32 PM | UNREAD)
  - INBRE Summer Undergraduate Research Experience** (Normal | 01/10/2017 06:22 PM | UNREAD)
- Student Poll:** A poll titled "Who is your favorite Ninja Turtle?" with options: a. Leonardo, b. Donatello, c. Michelangelo, d. Raphael, e. I like Splinter, f. What?. A "Vote" button is present.
- Student E-Forms:** A section titled "You can fill out the following NSC academic forms and submit them online:" with links for:
  - [Change or Add a Major](#) (Change or declare your major, add or drop a second major)
  - [Change or Add a Minor](#) (Change, add, or drop a minor)
  - [Update Personal Information](#) (Change of name, birthdate or social security number)
  - [Application for Graduation](#) (Apply for graduation two semesters before completion)

Before you drop/withdraw,

- Review the class deadline for dropping and/or withdrawing or review the [Academic Calendar](#)
- Visit your Academic Advisor and discuss your options
- Speak with Financial Aid about consequences to your aid

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
[College Scheduler](#)

other academic... ▼

Deadlines URL

2019 Fall Schedule		
	Class	Schedule
	CEP 123-001 LEC (86861)	Fr 9:30AM - 11:20AM Room: TBA

[weekly schedule ▶](#)  
[enrollment shopping cart ▶](#)

## Student Center

### Academic Calendar Deadlines

Scotty Scorpion

2019 Fall

Graduate

Regular Academic

CEP 123 Section: 001 College and Career Success

Class Start Date: 08/26/2019 End Date: 12/14/2019

#### Drop Calendar

<b>Drop - Delete Record:</b>	03/24/2019	A class dropped on or before this date will be deleted from your academic record.
<b>Drop - Retain Record:</b>	09/01/2019	A class dropped on or before this date will be retained on your academic record with a status of dropped.
<b>Drop with Greater Penalty:</b>	10/31/2019	Last date to drop. A class dropped on or before this date will appear on your transcript and a severe penalty grade will be assigned to the class.

#### Cancel & Withdrawal Calendar

<b>Withdraw without Penalty:</b>	09/01/2019	Classes within a session, withdrawn on or before this date will not appear on your transcript.
<b>Withdraw with Greater Penalty:</b>	10/31/2019	Last day to withdraw from a session. Classes within a session, withdrawn on or before this date will appear on your transcript and a severe penalty grade will be assigned to the classes.

(Note: Academic Calendar dates are subject to change)

[Return to Student Center](#)

### Step 3

Once logged in to your Student Center

**Academics**

Search  
Plan  
Enroll  
My Academics  
College Scheduler

Deadlines URL

**2019 Fall Schedule**

Class	Schedule
CEP 123-001 LEC (86861)	Fr 9:30AM - 11:20AM Room: TBA

weekly schedule >>  
enrollment shopping cart >>

other academic... >>

- Academic Planner
- Academic Requirements
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop**
- Enrollment: Edit
- Grades
- Test Scores
- Transcript: View Unofficial
- What-if Report
- other academic...
- Report Other Financial Aid

**Account**

You owe

Due

\*\* You

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

Summary used is US Dollar

Scotty Scorpion go to ... >>

Search Plan Enroll My Academics

my class schedule || add || drop || edit || term information

**Drop Classes** 1 2 3

**Select Term**

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2019 Summer	Undergraduate	Nevada State College
<input type="radio"/> 2019 Fall	Graduate	Nevada State College
<input checked="" type="radio"/> 2019 Fall	Undergraduate	Nevada State College

CONTINUE

Search Plan Enroll My Academics

My Class Schedule Add Drop Edit Term Information

go to ... >>

### Step 4

Select the class(es) by checking the check box. Then click on **Drop Selected Classes**.

Search Plan Enroll My Academics  
 my class schedule add drop edit term information

### Drop Classes

1 2 3

#### 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2019 Fall | Undergraduate | Nevada State College

change term

Enrolled
  Dropped
  Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">CEP 123-001 (86861)</a>	College and Career Success (Lecture)	Fr 9:30AM - 11:20AM	TBA	V. Nava	2.00	<input checked="" type="checkbox"/>

**DROP SELECTED CLASSES**

▶ My 2019 Fall Class Schedule

You will be asked to review the classes you've selected to drop. To finish dropping, select **Finish Dropping**.

### Drop Classes

1 2 3

#### 2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

2019 Fall | Undergraduate | Nevada State College

Enrolled
  Dropped
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">CEP 123-001 (86861)</a>	College and Career Success (Lecture)	Fr 9:30AM - 11:20AM	TBA	V. Nava	2.00	<input checked="" type="checkbox"/>

CANCEL PREVIOUS **FINISH DROPPING**

The following confirmation page will appear.



## Drop Classes




### 3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2019 Fall | Undergraduate | Nevada State College

 Success: dropped  Error: unable to drop class

Class	Message	Status
CEP 123	<b>Success:</b> This class has been removed from your schedule.	

[Buy Books](#)

[MAKE A PAYMENT](#) | [MY CLASS SCHEDULE](#)