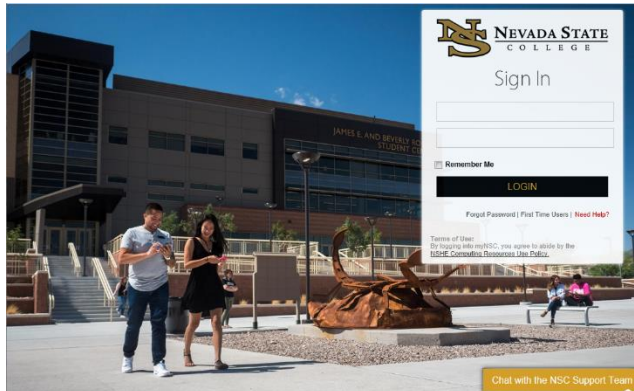## **Dropping or Withdrawing a Class(es)**

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 droppring 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.

Before you drop/withdraw,
- *Review the class deadline for droppring 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	📅Deadlines 📇 URL	
	2019 Fall Schedule	
	Class	**Schedule**
	📅 CEP 123-001 LEC (86861)	Fr 9:30AM - 11:20AM Room: TBA
other academic... ▼ 〇	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

Drop - Delete Record:	03/24/2019	A class dropped on or before this date will be deleted from your academic record.
Drop - Retain Record:	09/01/2019	A class dropped on or before this date will be retained on your academic record with a status of dropped.
Drop with Greater Penalty:	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

Withdraw without Penalty:	09/01/2019	Classes within a session, withdrawn on or before this date will not appear on your transcript.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 Classes within a session, withdrawn on or before this date will appear on your transcript and a severe penalty grade will be assigned to the classes.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

Account

You ow
■ Due
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** You

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

Currency used is US Dollar

Select **Enrollment: Drop** from the dropdown menu and then click on >> to continue.

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
○	2019 Summer	Undergraduate	Nevada State College
○	2019 Fall	Graduate	Nevada State College
●	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**.

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

The following confirmation page will appear.

Drop Classes

1 — 2 — 3

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	**Success:** This class has been removed from your schedule.	✔

Buy Books

MAKE A PAYMENT   MY CLASS SCHEDULE