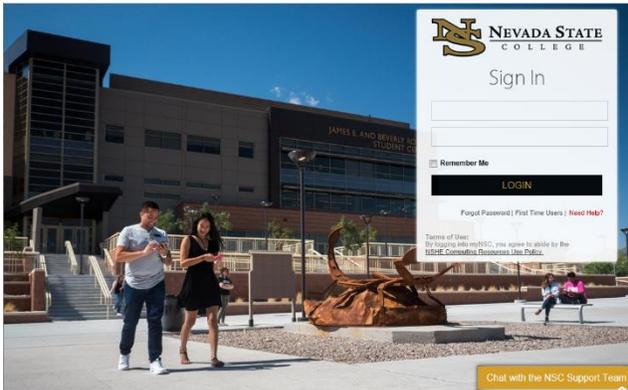


Dropping or Withdrawing a Class(es)

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 interface for Nevada State College. At the top, the college logo and name are displayed, along with the user's name (Scotty Scorpion) and options for 'Control Panel' and 'Sign Out'. A 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:** Features a 'FAVORITES' section with a prompt to drag/drop items and a '+ Add' button. Below is a 'LAUNCHPAD' section with 'QUICK LINKS' (Files, Library Research Databases, Online Courses, Printing, Request Transcript, Student Center, Student Clubs) and 'ACADEMICS' (APPS, FINANCIAL AID, LIBRARY, SCHEDULE AN APPOINTMENT, **STUDENT CENTER**, STUDENT SERVICES). A red arrow points to the 'STUDENT CENTER' link.
- My Messages:** Displays a list of messages. The first message is 'Spring 2017 Commencement Ceremony' (Normal | 02/02/2017 07:13 PM | UNREAD). The second is 'Free Tax Preparation on Campus' (Normal | 02/02/2017 05:32 PM | UNREAD). The third is 'INBRE Summer Undergraduate Research Experience' (Normal | 01/10/2017 06:22 PM | UNREAD). A pagination control shows 'Showing 1 to 3 of 3 results'.
- 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.

At the bottom right, there is a 'Student E-Forms' section with a list of links: 'Change or Add a Major', 'Change or Add a Minor', 'Update Personal Information', and 'Application for Graduation'. A 'Chat with the NSC Support Team' button is also visible.

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

The screenshot shows an 'Academics' section with a search bar and a 'This Week's Schedule' table. The table has columns for 'Class' and 'Schedule'. The class entry 'BIOL 189-003 LLB (86934)' is highlighted, and a red arrow points to a small calendar icon next to it. Below the table are links for 'Weekly Schedule' and 'Enrollment Shopping Cart'.

Academic Calendar Deadlines

Scotty Scorpion 2019 Fall
 Undergraduate Regular Academic Session

| | | | |
|------------------|-----|-------------|------------------------------|
| BIOL | 189 | Section 003 | Fundamentals of Life Science |
| 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 Penalty | 09/08/2019 | A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class. |
| 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 | | |
|-------------------------------|------------|--|
| Cancel | 08/26/2019 | Classes within a session, canceled on or before this date will not appear on your transcript. |
| Withdraw without Penalty | 09/01/2019 | Classes within a session, withdrawn on or before this date will not appear on your transcript. |
| Withdraw with Penalty | 09/08/2019 | Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes. |
| 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

The screenshot shows the 'Academics' menu with 'Enrollment: Drop' highlighted. A red arrow points to this option. A red-bordered callout box contains the text: 'Select **Enrollment: Drop** from the drop-down menu and then click on >> to continue'. The background shows a 'This Week's Schedule' section with a table containing 'Anatomy Lab' and links for 'Weekly Schedule' and 'Enrollment Shopping Cart'.

Scotty Scorpion

Search Plan **Enroll** My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Edit](#) | [Term Information](#)

Drop Classes

Select Term

Select a term then select Continue.

| | Term | Career | Institution |
|-----------------------|-------------|---------------|----------------------|
| <input type="radio"/> | 2019 Fall | Graduate | Nevada State College |
| <input type="radio"/> | 2019 Fall | Undergraduate | Nevada State College |
| <input type="radio"/> | 2020 Spring | Undergraduate | Nevada State College |

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

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"/> | BIOL 189-003 (86934) | Fundamentals of Life Science (Lec/Lab) | Tu 8:00AM - 10:50AM Th 8:00AM - 10:50AM | NSE 131 NSE 146 Gross Anatomy Lab | E. Tietjen | 4.00 | <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**.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | **Drop** | Edit | Term Information

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 |
|----------------------|--|--|--------------------------------------|------------|-------|-------------------------------------|
| BIOL 189-003 (86934) | Fundamentals of Life Science (Lec/Lab) | Tu 8:00AM - 10:50AM Th 8:00AM - 10:50AM | NSE 131 NSE 146 Gross Anatomy Lab | E. Tietjen | 4.00 | <input checked="" type="checkbox"/> |

Cancel
 Previous
 Finish Dropping

The following confirmation page will appear.

Dropping by the last day to add/drop for 100% refund

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

Buy Books

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

Dropping by the last day to withdraw from individual courses

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 |
|----------|--|--------|
| BIOL 189 | Message: You have been given a grade of W for this class. | ✔ |

Buy Books

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