Dropping Courses in Navigate

Before dropping or withdrawing from a class, check with Financial Aid and/or Military & Veterans Programs (if you are using any VA Benefits, GI Bill, Tuition Assistance, MyCAA) to see if there will be any consequences as a result.

1. Log in to Navigate

(The steps below will allow you to drop a class if you have been given the necessary permissions.)

2. Click on "Planner".



3. Under "My Academic Plan", click on the "View/Edit Schedule" button.

NAVIGATE Explore Planner			⑦ Logout
My Planner Associate of Arts AA			Feedback History 🔗 Print
Plan Suggestions		My Academic Plan	
Drag or add courses through the course menu to plan them on your terms. See your advisor if you have questions		Show Completed Terms	
Program Template Courses		Current and Upcoming Terms	
ENG121 English Composition I:CO1	anned View Details >	≡ Spring 2021	
E b Choose a Communication Course:		Term Status: Registration Open	
E b Choose a Science Course:		Time Selected (Not Yet Registered)	
■ ► Choose a Math Course:		ENG121 English Composition I:CO1	View Details >
E b Choose a History Course:			
= ENG122 English Composition II:CO2	View Details >	View / Edit Schedule	3 Credits

- Scroll down underneath "My Schedule" you will see "Registered Courses".
- Note: Classes not dropped by the drop date will be considered a Withdrawal. You will still be responsible for paying the tuition and you will have a grade of "W" for withdrawal listed on your transcript for that semester.

Online)		
Check wit	h instructor for times	
Meiklejohr PPCC Onli PPCC Onli	I, Nancy ne Campus PPCC Online Room# ONI ne Campus Address Not Available	INE
The last da	ay to drop without penalty: Feb 4th 202	21

- 4. In the upper left-hand corner of the class you want to drop, you will see a small box with the three blue lines.
 - 1. Click on the blue lines, and you will see the option to "Drop Course" (*if the drop date has passed, you will not see this option*).



5. Click on "Drop Course".



6. When you have dropped the class, the course will move back to "My Planned Courses".

Spring 2021		Pay Tuition Regist
My Planned Courses POINteents CIS118 Intro PC Applications Sections Oracle Courses Sections	10 am 11 am 12 pm 2 pm 3 pm 4 pm 5 pm 6 pm 7 pm	Block Busy Time Find classes that work for your calendar faster or view more time and location preferences. Obcore a class on the left to find class times.
3	8 pm 9 pm 10 pm	