


## Self-Registration: How to Drop a Course

- Login to your MyMCTC Account
- Select **Registration – Register for Classes**

Mountwest Community & Technical College




Hello Kaitlin Alexis Bentley,

Welcome to MyMCTC. From here, you can access the self-service menu by clicking on the grid icon (4 squares) in the top-left corner of the header or select any of the below links to navigate to the desired menu:


<p><b>Student Records</b></p> <ul style="list-style-type: none"> <li>• Academic Transcript</li> <li>• Blackboard</li> <li>• MyDegree</li> <li>• Registration - Register for Class</li> <li>• Request Official Transcript</li> <li>• View Course Schedule</li> </ul>	<p><b>Student Accounts</b></p> <ul style="list-style-type: none"> <li>• Account Information</li> <li>• Account Summary</li> <li>• Secure Account Payment</li> <li>• Statement &amp; Payment History</li> <li>• Tax Notifications (1098-T)</li> </ul>	<p><b>Financial Aid</b></p> <ul style="list-style-type: none"> <li>• Apply for Financial Aid</li> <li>• Financial Aid Awards</li> <li>• Campus Directory</li> <li>• Secure Account Payment</li> </ul>
<p><b>My Profile</b></p> <ul style="list-style-type: none"> <li>• Student Profile</li> <li>• Update Personal Information</li> </ul>	<p><b>Support</b></p> <ul style="list-style-type: none"> <li>• Blackboard Support Site - Create Ticket/Case</li> <li>• Information Technology Help Desk - Create Ticket</li> </ul>	

- Select **Register for Classes**


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**Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.



**Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.



**Browse Course Catalog**  
Look up basic course information like subject, course and description.

## Self-Registration: How to Drop a Course

- Select the **term** you would like to register for.

[Student](#) • [Registration](#) • [Select a Term](#)

### Select a Term

Terms Open for Registration

Select a term...

- Fall 2024
- Spring 2024

- Type in the **PIN number** provided by your advisor.

[Student](#) • [Registration](#) • [Select a Term](#)

### Select a Term

Terms Open for Registration

Fall 2024

Alternate PIN\*

## Self-Registration: How to Drop a Course

- In the Summary section, click the dropdown box under the **Action** tab
- Click **Web Drop** and then click **Submit**

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Methods
<a href="#">Intro Accounting</a>	AC 103, 101	3	1179	Lecture	Registered	None	Lecture - Vista
<a href="#">Medical Terminology</a>	AH 151, 103	3	1026	Lecture	Registered	Web Drop	

Total Hours | Registered: 6 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

- The course(s) you dropped will show as deleted.  
NOTE: You cannot drop all of your courses; you must meet with an advisor to do so.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Methods
<a href="#">Intro Accounting</a>	AC 103, 101	0	1179	Lecture	Deleted	None	Lecture - Vista
<a href="#">Medical Terminology</a>	AH 151, 103	3	1026	Lecture	Registered	None	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit