

# Step by Step Guide

Dropping a Course

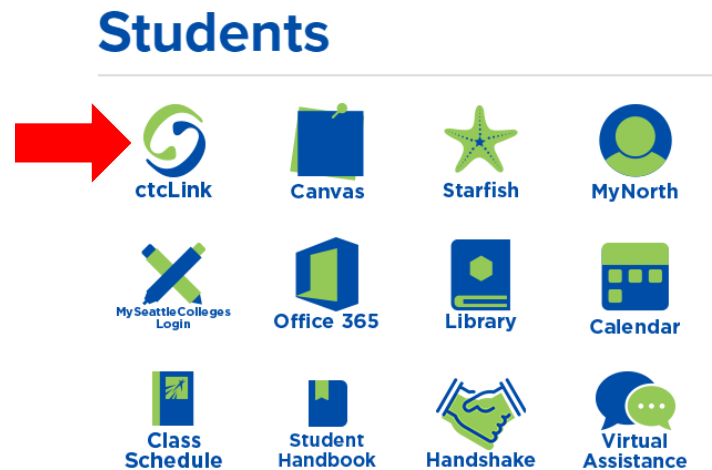
## Step 1

Go to the North Seattle College website at northseattle.edu. Click on *Students* at the top of the page.



## Step 2

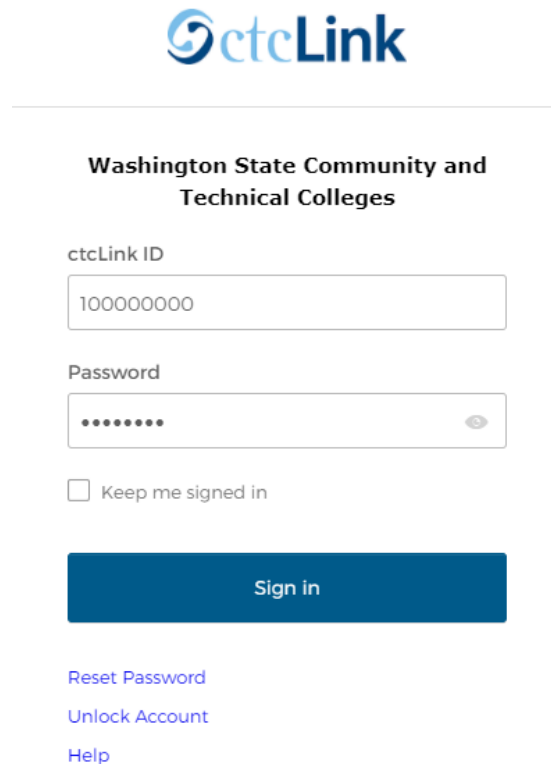
Click on the ctcLink icon.



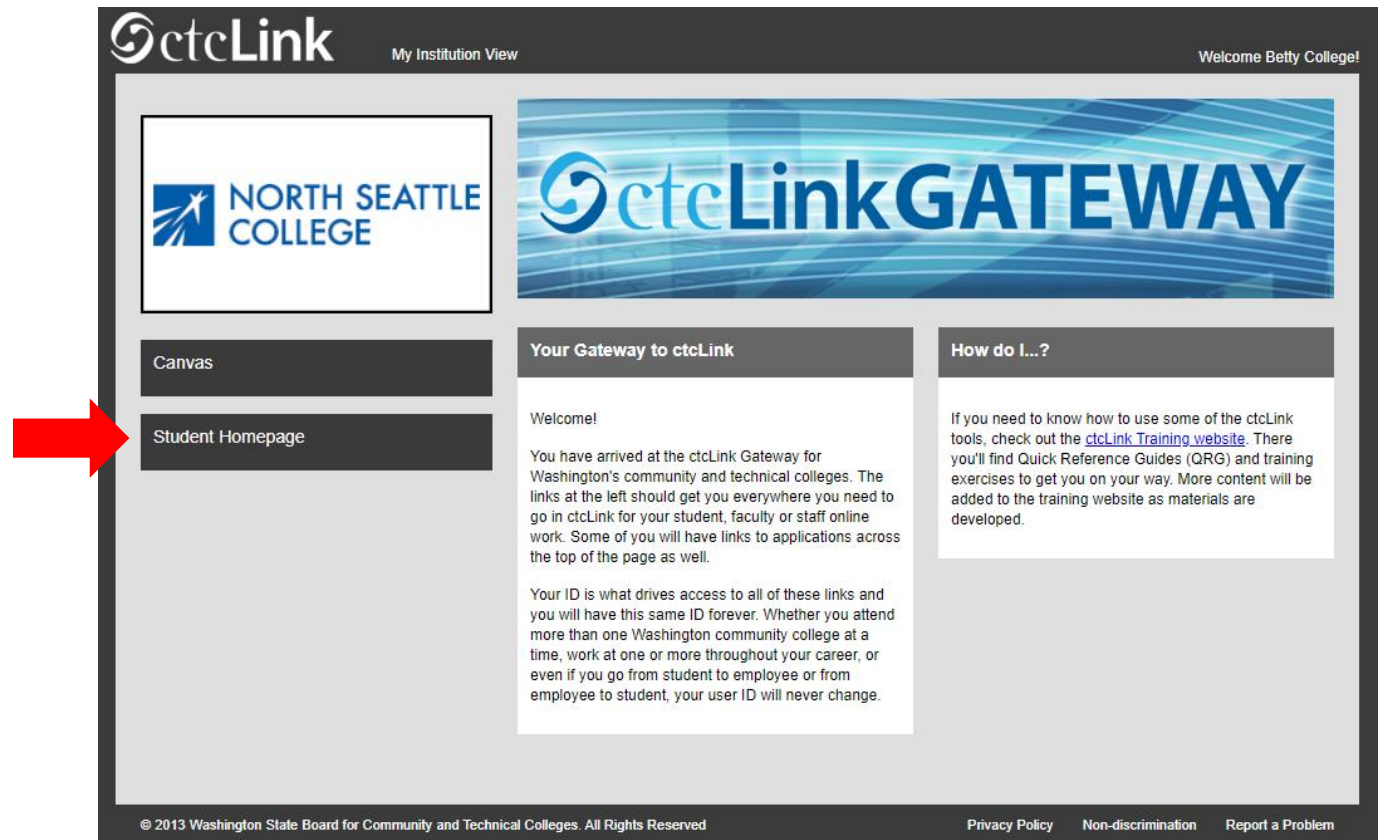
## Step 3 & 4

Enter your 9-digit ctcLink account number and password. You'll arrive at the Gateway page.

Click on *Student Homepage*.














The login form features the ctcLink logo at the top. Below it, the text "Washington State Community and Technical Colleges" is centered. The form includes a "ctcLink ID" field with the value "100000000", a "Password" field with masked characters and an eye icon, a "Keep me signed in" checkbox, and a blue "Sign in" button. At the bottom, there are links for "Reset Password", "Unlock Account", and "Help".

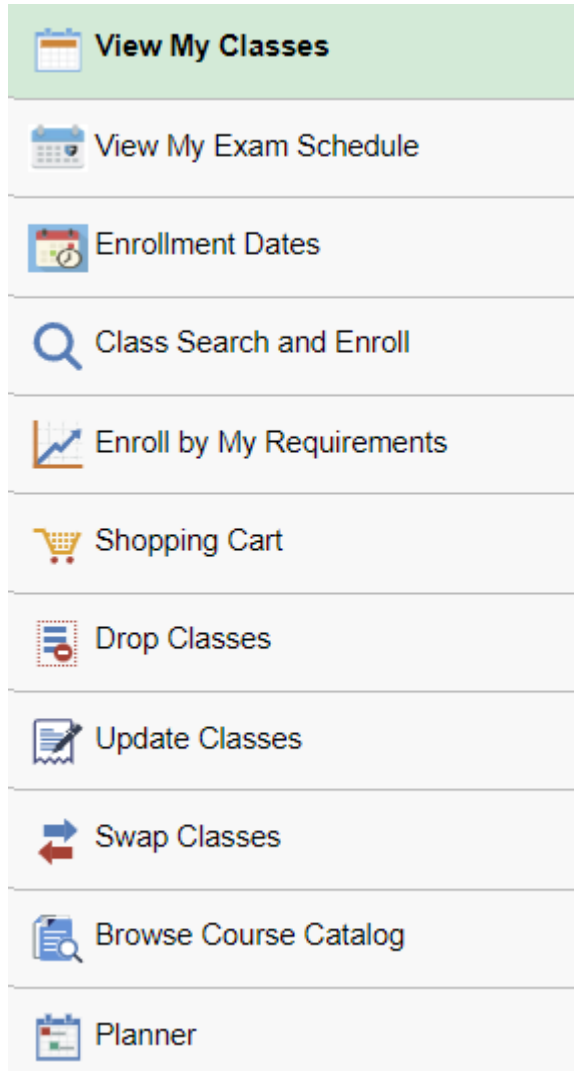


The Gateway page is titled "ctcLink My Institution View" and "Welcome Betty College!". It features a banner for "ctcLink GATEWAY" and a navigation menu with "Canvas" and "Student Homepage" (highlighted by a red arrow). The main content area includes a "Welcome!" message, a "Your Gateway to ctcLink" section with a detailed welcome message and ID information, and a "How do I...?" section with training resources. The footer contains copyright information and links for "Privacy Policy", "Non-discrimination", and "Report a Problem".

**Step 5** – On this screen, click on *Manage Classes*



<b>Message Center</b> 	<b>Tasks</b>  2 Holds	<b>Academic Progress</b> 
<b>Manage Classes</b> 	<b>Financial Aid</b> 	<b>Financial Account</b>  Payment Due
<b>Academic Records</b> 	<b>Profile</b>  202039037	<b>Additional Resources</b> 
<b>Admissions</b> 	<b>Immunization Attestation</b> 	



## Step 6

On the left side of the page, select *Drop Classes*.

**Step 7** – You will be shown all the classes in which you are currently enrolled. Check the box next to the class you want to drop. Then click *NEXT* in the upper right corner of the page (not shown).

**WINTER 2024**  
Undergraduate  
North Seattle College

**1** **Select Classes to Drop**  
Complete

**2** **Review Classes to Drop**  
Not Started

**Step 1 of 2: Select Classes to Drop**

Select	Class	Description	Days and Times
<input checked="" type="checkbox"/>	LEC - Section CS1A - Class Nbr 31517	ENGL& 111 Intro to Literature	Arranged



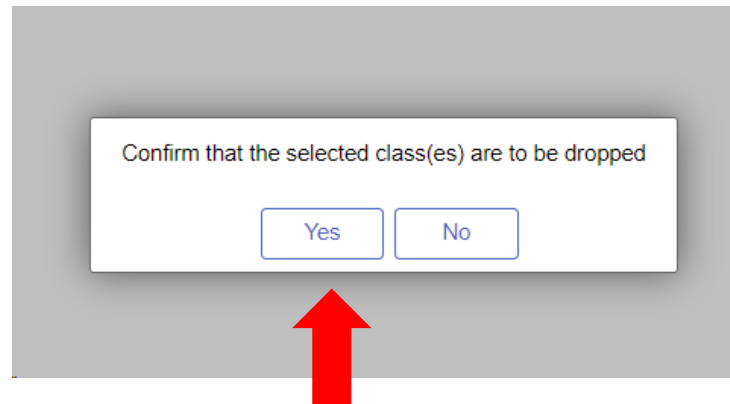
**Step 8** – Review and then click the *Drop Classes* button. Then, click the YES button to confirm when the prompt appear.



Drop Classes

**Step 2 of 2: Review Classes to Drop**

Class	Description	Days and Times	Room	Instructor	Units	Status
LEC - Section CS1A - Class Nbr 31517	ENGL& 111 Intro to Literature	Arranged	Arranged	R. Gandy	5.00	Enrolled



When finished, you'll see this confirmation message.

✓ ENGL& 111 - Introduction to Literature

This class has been dropped and a penalty grade has been assigned. You have been given a grade of W for this class.