HOW TO USE *My*ICC

MyICC

MyICC

How to Drop Classes

3/4/21

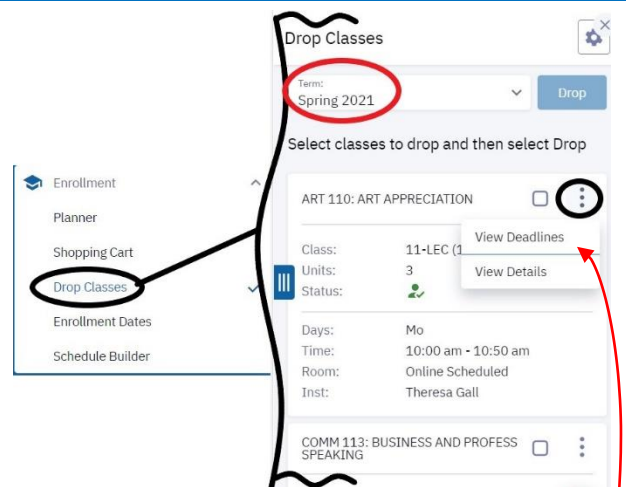**1** Access MyICC App or *my.icc.edu* and click on the MyIcc (eServices) tile.

MyICC (eServices)

2 Sign in with your MyICC eServices username and password.

Forgot password or User ID/Username, click corresponding button.

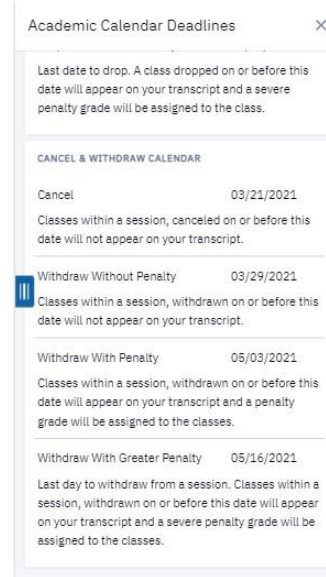| User ID |
| Password |
| **Log In** |
| Forgot My Password |
| Find User ID/Username |

3 Open the Enrollment Tab on the Navigation Menu and select Drop Classes. Use the drop down arrow to select the correct term.

4 Before dropping any classes, check for important drop/withdraw deadlines to determine how this may affect your GPA, tuition bill and/or Financial Aid eligibility. Click the '3 dots' to open menu.
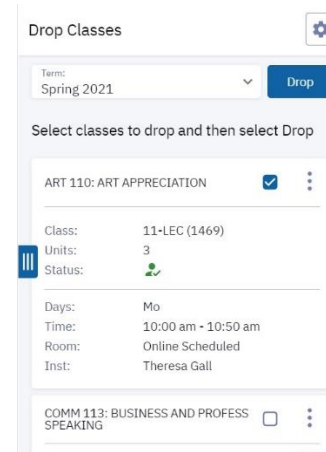
Drop Classes

Term:
Spring 2021   Drop

Select classes to drop and then select Drop

Enrollment
Planner
Shopping Cart
Drop Classes
Enrollment Dates
Schedule Builder

ART 110: ART APPRECIATION

Class: 11-LEC (1
Units: 3
Status:

View Deadlines
View Details

Days: Mo
Time: 10:00 am - 10:50 am
Room: Online Scheduled
Inst: Theresa Gall

COMM 113: BUSINESS AND PROFESS
SPEAKING

5 Click View Deadlines button to access only the dates or View Details to access entire class details.
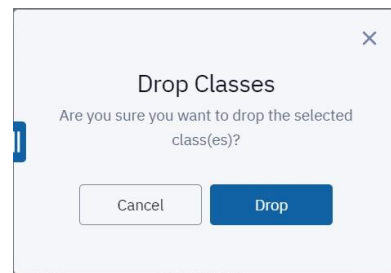
6 Scroll down under enrollment to review Cancel & Withdraw Calendar.
Pay close attention to the Withdraw with Penalty and Withdraw with Greater Penalty deadlines – these affect your GPA and Tuition Bill/Financial Aid Eligibility.
Once you have determined whether you are going to drop the class, click the 'X-close button) to return to your class list.

7 Mark the checkbox to the right of the class(es) you wish to drop and press Drop.

8 Verify that you want to drop the class.

9 A Drop Results list will appear letting you know that the class(es) have been removed from your schedule.