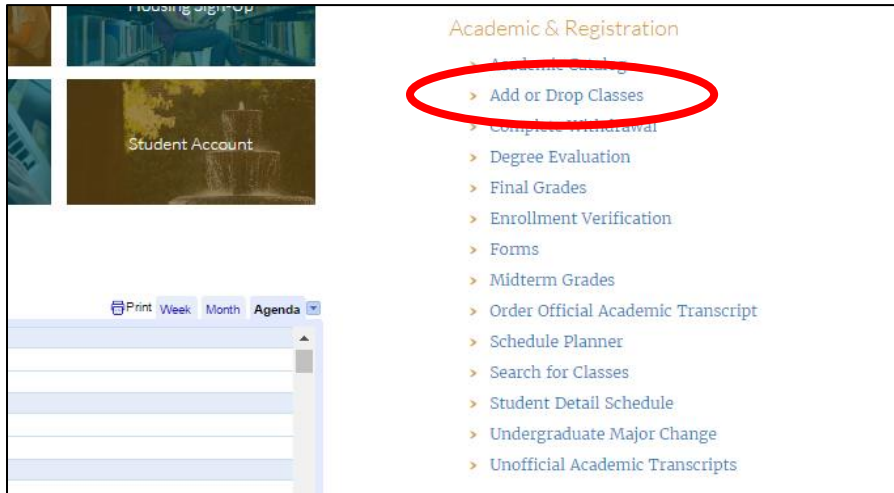




## Dropping a Class

1. Log onto your MyMC Account
2. Once on your Launch Pad, look to the right-hand side under “Academic & Registration” and click on the link titled “Add or Drop Classes”.



3. Once in Banner Web, select the semester in which your will be dropping classes.

The screenshot shows the Banner Web interface. At the top, there is the Mississippi College logo and navigation tabs for "Personal Information", "Student", and "Financial Aid". Below the tabs, there is a search bar with a "Go" button. The main heading is "Registration Term". Underneath, there is a dropdown menu labeled "Select a Term:" with "Spring 2013" selected. This dropdown menu is circled in red. Below the dropdown is a "Submit" button. At the bottom, there is a "RELEASE: 8.1" label.

4. Enter you 6 digit Alternate PIN number, obtained from your advisor, and press Submit

The screenshot shows the Banner Web interface for "Alternate PIN Verification". At the top, there are navigation tabs for "Personal Information", "Student", "Faculty Services", and "Emp". Below the tabs, there is a search bar with a "Go" button. The main heading is "Alternate PIN Verification". Below the heading, there is a message: "Please enter your Alternate PIN to access registration." Underneath this message is an input field labeled "Alternate PIN:" which is circled in red. Below the input field is a "Submit" button.

- You will now be at your current schedule screen. Click on the down arrow next to the course you would like to drop and select “Web Drop”. Click “Submit Changes”.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.  
By clicking submit, I hereby agree and promise to pay to Mississippi College and/or its assigns all fees for tuition, room, board, and any other expenses which may become due. I further agree and promise to pay all attorney's fee and other costs of collection.

**Current Schedule**

Status	Action	CRN	Subj Crse Sec Level	Cred	Grade Mode	Title
**Web Registered** on Apr 06, 2010	None	10405	NUR 341 A	Undergraduate 1.000	Normal	Professionalism
**Web Registered** on Apr 06, 2010	***Web Drop***	10406	NUR 343 A	Undergraduate 3.000	Normal	Pharmacology
**Web Registered** on Apr 06, 2010	None	10407	NUR 344 A	Undergraduate 4.000	Normal	Clinical Practice I
**Web Registered** on Apr 06, 2010	None	10408	NUR 345 A	Undergraduate 5.000	Normal	Nursing I
**Web Registered** on Apr 06, 2010	None	10409	NUR 353 A	Undergraduate 3.000	Normal	Health Assessment

*If you have any concerns about your schedule, be certain to contact your advisor. If you have concerns about financial aid or scholarships, be sure to check with the financial aid office before you drop your class: [financialaid@mc.edu](mailto:financialaid@mc.edu).*

- NOTE: if you would like to withdraw from the semester or the school, you will not be able to drop all your classes from the current schedule. You will need to begin the “Complete Withdrawal” Process.