



PS 8.9 QUICK REFERENCE GUIDE

DROP A CLASS

NAVIGATION IN 8.9: HOME > SELF SERVICE > STUDENT CENTER

This document will provide simple instructions for dropping classes via MyTNCC.

1. Log into the **MyTNCC** Portal at <http://www.tncc.edu>. Select **MyTNCC** from the top navigation bar. Log In and Select **VCCS PeopleSoft SIS8.9**.
2. On the **Home** page, select **Self Service > Student Center** and click on **Drop a Class**.
3. Select the **Term** in which you wish to enroll from the drop-down menu (For example, Fall 2006) and click "**Change**" if necessary.
4. Next, select the class that you would like to drop and click the **check box** next to it, when you are done click **Drop Selected Classes**.
5. Please review the classes that you have selected to drop, and then click **Finish Dropping**.
6. If the class requires a **related section** (such as a lab) that is listed with the class you are dropping, the related lab will also be dropped.
7. Finally, please review the confirmation page to ensure that you have successfully dropped the course.