How to Drop courses

1. Visit www.alextech.edu, select the MyATCC link on the right side of the page
2. Select the eServices icon below the MyATCC login
3. Within the eServices login page, enter your StarID and password
4. From your eServices Dashboard, select Courses & Registration on the left side of the page
5. Select View/Modify Schedule
6. You'll see a list of all the courses you are currently registered for

<table>
<thead>
<tr>
<th>ID #</th>
<th>Subj #</th>
<th>Sec #</th>
<th>Title</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Building/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001</td>
<td>ACCT</td>
<td>1507</td>
<td>Computerized Accounting for Quickbooks</td>
<td>8/24/2020 - 12/21/2020</td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

7. Click on the black circle with an “x”. (circled above)
8. Enter your StarID password

9. You'll receive a statement once your course is successfully dropped

10. Since you can only drop one course at a time, you need to click on View/Modify Schedule (circled above) and repeat steps 6-9 until you've removed all courses from your schedule.