

How to Drop courses

1. Visit [www.alextech.edu](http://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

Fall 2020

**Registered ✓**

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/Room
000001	ACCT	1507	90 Computerized Accounting for Quickbooks	8/24/2020 - 12/21/2020	n/a	n/a	

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

Enter your password:

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/Room	Instructor
000001	ACCT	1507	90 Computerized Accounting for Quickbooks	8/24/2020 - 12/21/2020	n/a	n/a		

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

**Drop Course Successful**

ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Grade Meth
000001	ACCT	1507	90 Computerized Accounting for Quickbooks	08/24 - 12/21	n/a	n/a	1.0	Normal

[View/Modify Schedule](#)

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.