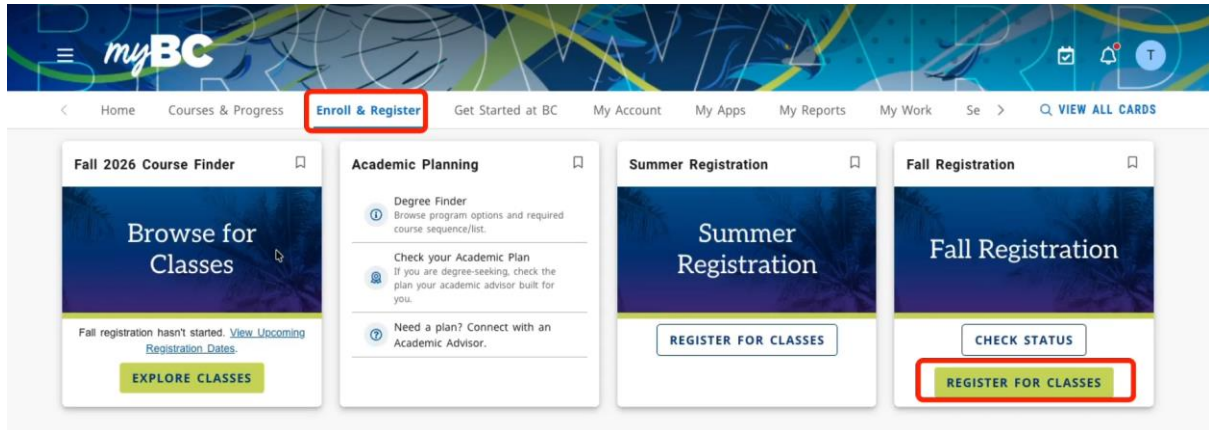


Step-by-Step Guide: How to Add or Drop a Class

Follow these instructions to add or drop a class after registration.

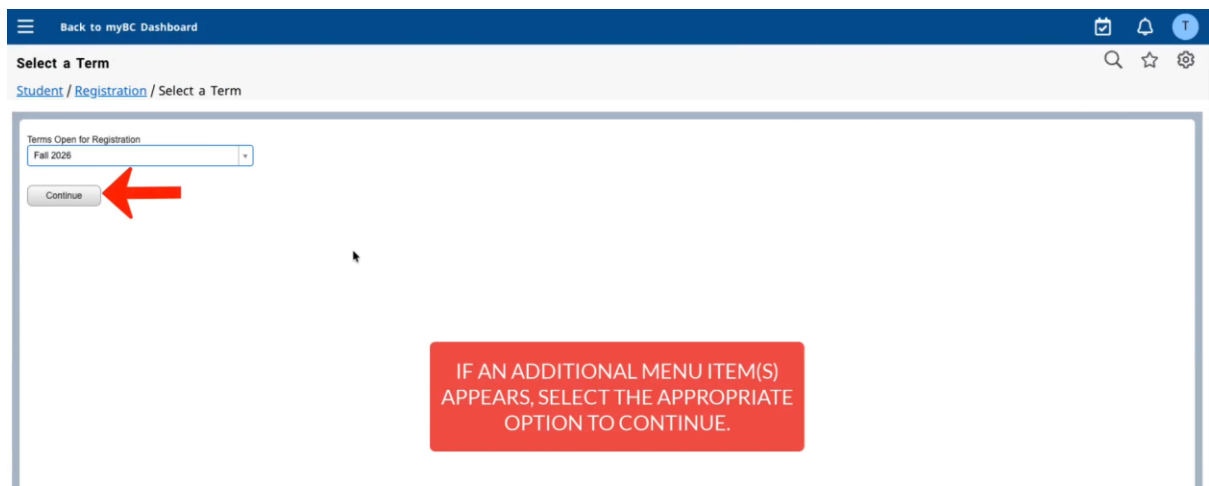
Step 1: Access the Registration Page

1. From your new **myBC dashboard**, click the **Enroll and Register** page.
2. Select **Register for Classes** from the registration card.



Step 2: Select Your Term

1. Choose or verify your **term**.
2. Click **Continue**.



How to Add a Class

Step 3: Find a Class

1. Use **Find Classes**, **Enter CRNs**, or **Plans** to locate the class you want.
2. Add the class to your current schedule.

The screenshot shows the 'Register for Classes' interface. At the top, there is a navigation bar with 'Back to myBC Dashboard'. Below it, the page title is 'Register for Classes'. A breadcrumb trail reads 'Student / Registration / Select a Term / Register for Classes'. There are three tabs: 'Find Classes' (highlighted with a red box), 'Enter CRNs', and 'Plans'. To the right of these tabs is a 'Schedule and Options' section. Below the tabs is a section titled 'Enter Your Search Criteria' with a sub-label 'Term: Fall 2025'. It contains several input fields: 'Subject and Course Number', 'Campus', 'Instructional Methods', and 'Part of Term (Session)'. There is also a checkbox for 'Open Sections Only'. At the bottom of this section are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.

Step 4: Review Status

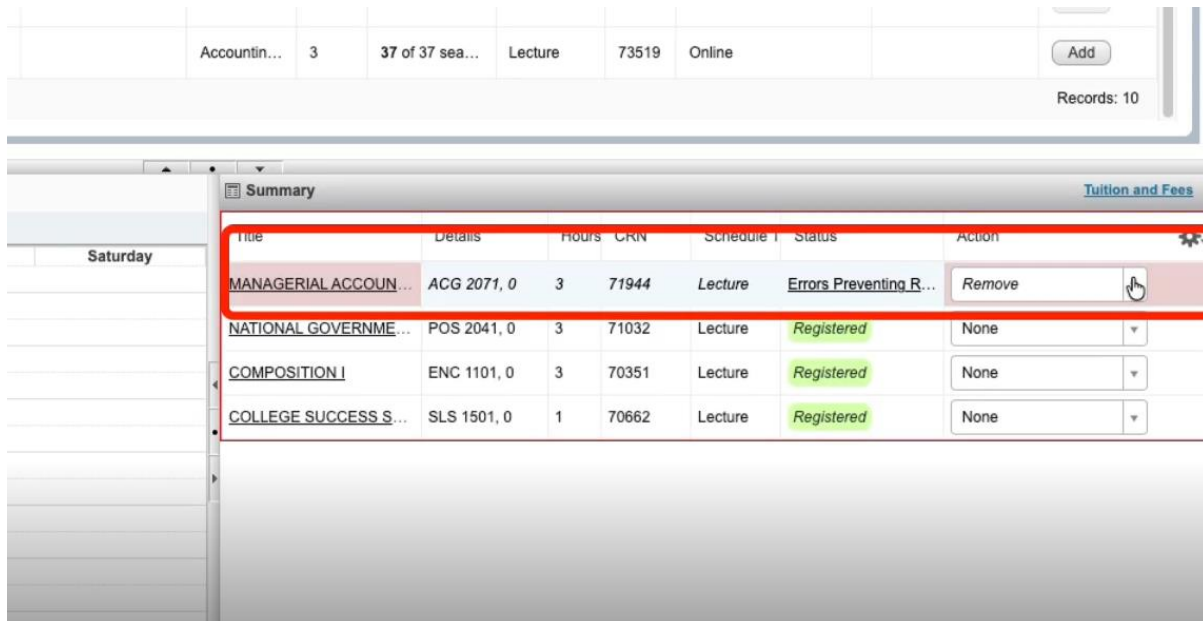
- In the **Status** column, you will see **Pending** for classes you are adding.

The screenshot shows a table of search results. The table has columns for 'Term', 'Subject and Course Number', 'CRN', 'Hours', 'Instructional Method', and 'Action'. Three rows are visible, all with a status of 'Pending'. The 'Action' column contains 'Add' buttons for each row. The bottom right of the table area shows 'Records: 163'.

The screenshot shows a 'Summary' table with columns: Title, Details, Hour, CRN, Instructional Method, Status, and Action. A red box highlights the 'Status' column, which contains the word 'Pending' for three rows. The 'Action' column contains dropdown menus with options like '**Web Registered**' and 'Remove'. The table is part of a larger interface with a calendar view on the left and a 'Tuition and Fees' link on the right.

Step 5: Resolve Errors (If Applicable)

- If you see an **Error** status, you will not be able to register.
- Resolve the error message before proceeding.



Step 6: Remove a Class Before Submitting (Optional)

- If you change your mind:
 - a. Use the **dropdown menu** next to the class.
 - b. Select **Remove**.
- The status will update to **Remove** before submission.

Step 7: Submit Registration

1. In the **Summary** section, click **Submit**.
2. Your class will be officially added.

How to Drop a Class

Step 8: Locate the Class

1. In the **Summary panel** (bottom right), find the class you want to drop.

Step 9: Select Drop

1. Click the **Action dropdown** next to the class.
2. Select **Drop**.

Summary

Title	Details	Hour	CRN	Instructional Method	Status	Action
COMPUTER AND INT...	CGS 1060C, 0	3	74288	Face to Face	Registered	None
COMPOSITION I	ENC 1101, 0	3	74620	Face to Face	Registered	None None DROP

Step 10: Confirm the Drop

1. Click **Submit** to finalize the drop.
2. The change will not process until you click submit.

Summary

Title	Details	Hour	CRN	Instructional Method	Status	Action
COMPUTER AND INT...	CGS 1060C, 0	3	74288	Face to Face	Registered	None
COMPOSITION I	ENC 1101, 0	3	74620	Face to Face	Registered	DROP

Submit

RED COURSE THROUGH THE PUBLISH DEADLINE FOR 100% REFUND

Important Notes

- Students are responsible for dropping courses before the **100% refund deadline**.
- Courses dropped before this deadline will **not appear on your academic record**.
- After the refund deadline:
 - You may withdraw until the published withdrawal date
 - A **W (Withdrawal)** will appear on your transcript
- Dropping or withdrawing may impact **financial aid**.
- Check the **academic calendar** on your dashboard for exact deadlines.

Final Tip

- After completing changes, you can confirm your schedule using the **Schedule and Options** menu.

The screenshot displays the 'Register for Classes' interface. At the top, there are navigation links: 'Student / Registration / Select a Term / Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The main content area is titled 'Summary' and shows a table of registered classes for the Fall 2025 term. The table has columns for Title, CRN, Course ID, Sect#, Hours, Instructional Methods, Date Added, Status, and Message. Below the table, it shows 'Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 18'. At the bottom, there is a 'Schedule' section showing a grid for the Fall 2025 term, with classes scheduled for Monday, Wednesday, and Thursday.

Title	CRN	Course ID, Sect#	Hours	Instructional Methods	Date Added	Status	Message
COLLEGE SUCCESS...	70661	SLS 1501, 0	1	Blended	04/20/2026	Registered	**Web Re...
COMPOSITION I	70358	ENC 1101, 0	3	Blended	04/21/2026	Registered	**Web Re...
INTRODUCTION TO S...	70673	SPC 1017, 0	3	Face to Face	04/11/2026	Registered	**Web Re...
NATIONAL GOVERN...	71032	POS 2041, 0	3	Face to Face	04/20/2026	Registered	**Web Re...

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 18

Records: 4

Class Schedule for Fall 2025

8am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		INTRODUCTION TO SPEECH COMMUNICATION		INTRODUCTION TO SPEECH COMMUNICATION			
10am					COMPOSITION I		

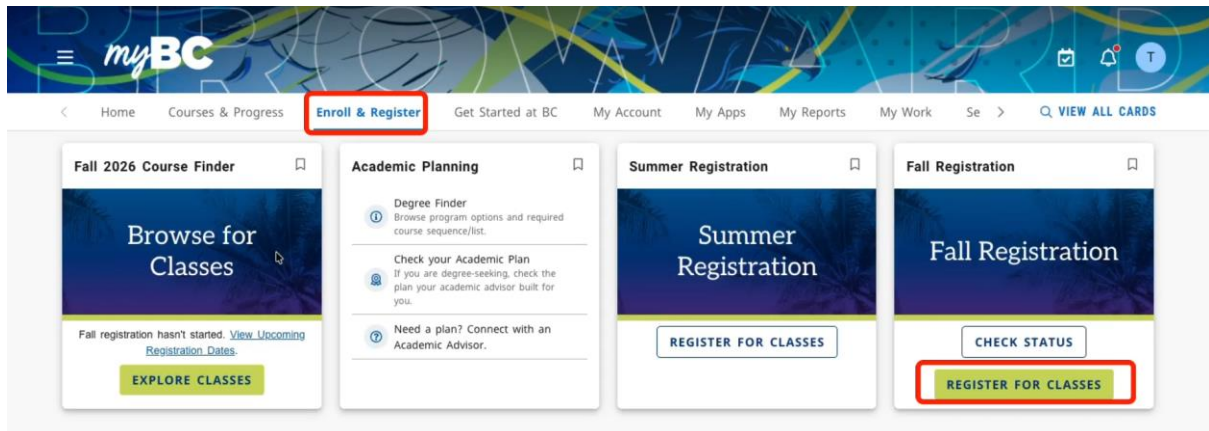
This process helps you successfully add or drop classes while ensuring all changes are properly submitted and recorded.

Step-by-Step Guide: How to Withdraw a Class

Follow these steps to withdraw from a class. Note that withdrawing is different from dropping and has different academic and financial impacts.

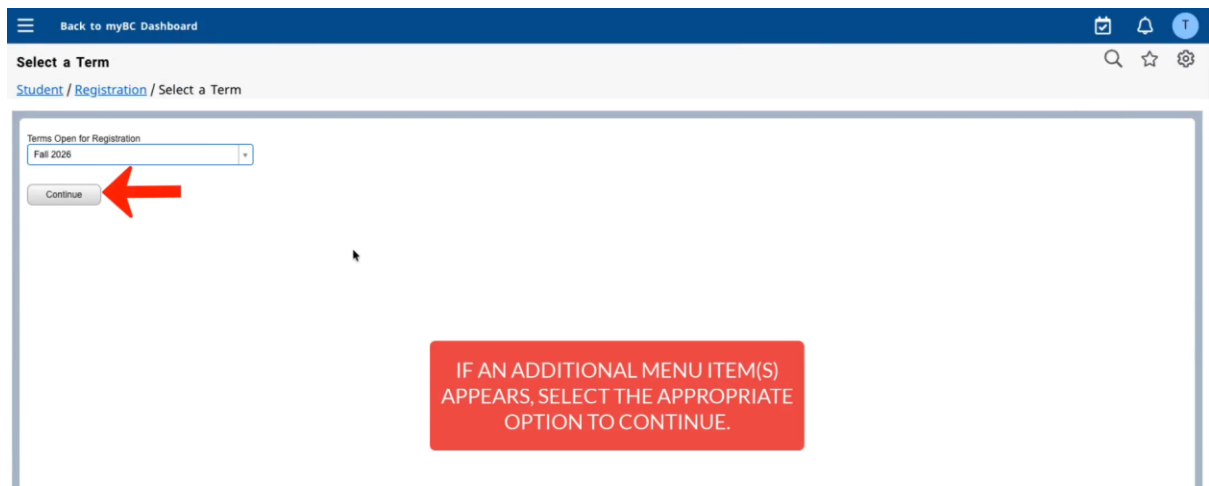
Step 1: Access the Registration Page

1. From your new **myBC dashboard**, click **Enroll and Register**.
2. Select **Register for Classes**.



Step 2: Select Your Term

1. Choose your **term**.
2. Click **Continue**.



Step 3: Locate the Class

1. In the **Summary panel** (bottom right), find the class you want to withdraw from.

ACG	2001	PRINCIPLES OF AG...	S M T W T F S	06:30 PM - 08:50 PM	SO...	Fall ...	Accountin...	3	30 of 30 sea...	Lecture	75435	Face to Face	Add
ACG	2001	PRINCIPLES OF AG...	S M T W T F S	11:00 AM - 12:15 PM	SO...	Fall ...	Accountin...	3	30 of 30 sea...	Lecture	75436	Face to Face	Add
ACG	2001	PRINCIPLES OF AG...	S M T W T F S	11:00 AM - 12:15 PM	SO...	Fall ...	Accountin...	3	30 of 30 sea...	Lecture	75695	Blended	Add
ACG	2001	PRINCIPLES OF AG...	S M T W T F S	09:30 AM - 10:45 AM	CE...	Fall ...	Accountin...	3	36 of 36 sea...	Lecture	75767	Blended	Add

Page 1 of 4 | 10 Per Page | Records: 37

Schedule

Class Schedule for Fall 2026

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am			PRINCIPLES OF ACCOUNTING I		PRINCIPLES OF ACCOUNTING I		
12pm							
1pm							
2pm		COMPUTER AND INTERNET LITERACY		COMPUTER AND INTERNET LITERACY			
3pm							
4pm							
5pm							

Summary

Title	Details	Hour	CRN	Instructional Method	Status	Action
PRINCIPLES OF ACC...	ACG 2001, 0	3	75002	Blended	Registered	None
COMPUTER AND INT...	CGS 1060C, 0	3	74288	Face to Face	Registered	None

Step 4: Select Withdraw

1. Click the **Action dropdown** next to the class.
2. Select **Withdraw**.

Summary

Title	Details	Hour	CRN	Instructional Method	Status	Action
COMPUTER AND INT...	CGS 1060C, 0	3	74288	Face to Face	Registered	None
COMPOSITION I	ENC 1101, 0	3	74620	Face to Face	Registered	WITHDRAW

IF YOU SKIP THIS STEP, THE CHANGE WON'T GO THROUGH.

Step 5: Confirm Withdrawal

1. Click **Submit** to finalize the withdrawal.
2. If you do not click submit, the change will not be processed and the class will not be withdrawn from.

The screenshot displays a course management interface. At the top, there is a table listing several instances of the course 'COMPUTER AND INTERNET LITERACY' (CGS 1060C). Below this, a calendar view shows the schedule for Fall 2026. A red box highlights a specific class entry in the 'Summary' section, which has a status of 'Deleted'. A red banner with the text 'NOW WITHDRAWN' is overlaid on this entry.

Title	Details	Hour	CRN	Instructional Method	Status	Action
COMPUTER AND INT	CGS 1060C, 0	3	74788	Face to Face	Registered	None
COMPOSITION I	ENC 1101, 0	0	74620	Face to Face	Deleted	None

Important Differences: Drop vs Withdraw

- **Dropping a Class:**
 - Must occur before the **100% refund deadline**
 - Class is removed entirely from your academic record
 - Helps protect your financial aid
- **Withdrawing from a Class:**
 - Occurs after the refund deadline
 - Results in a **W (Withdrawal)** on your transcript
 - May impact your **financial aid**

Important Notes

- You are responsible for making changes to your class schedule.
- Deadlines are critical and strictly enforced.
- The window to drop or withdraw is limited.
- Always check the **academic calendar** on your dashboard for exact dates.

Final Tip

- If you are unsure whether to drop or withdraw, contact your **academic advisor** before making a decision.

This process ensures that your withdrawal is completed correctly and helps you understand the academic and financial implications.