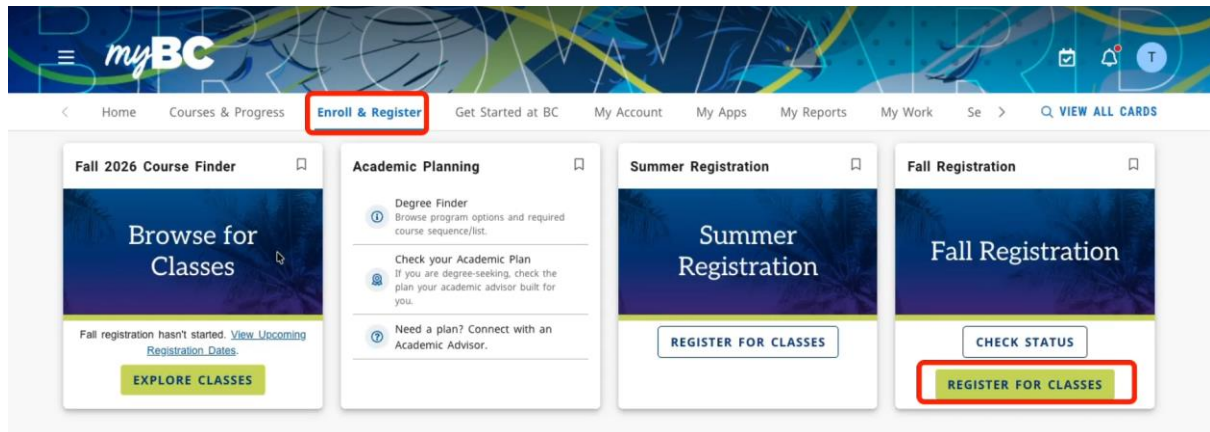


Step-by-Step Guide: How to Add or Drop a Class

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

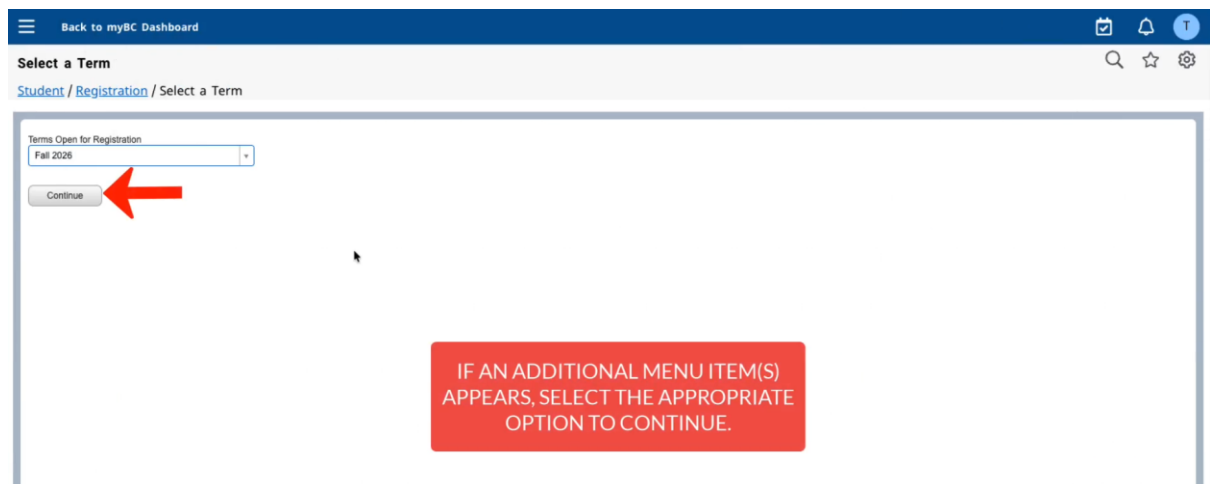
Step 1: Access the Registration Page

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.

Back to myBC Dashboard

Register for Classes

[Student](#) / [Registration](#) / [Select a Term](#) / Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2025

Subject and Course Number

Campus

Instructional Methods

Part of Term (Session)

Open Sections Only ☐

[Advanced Search](#)

Step 4: Review Status

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

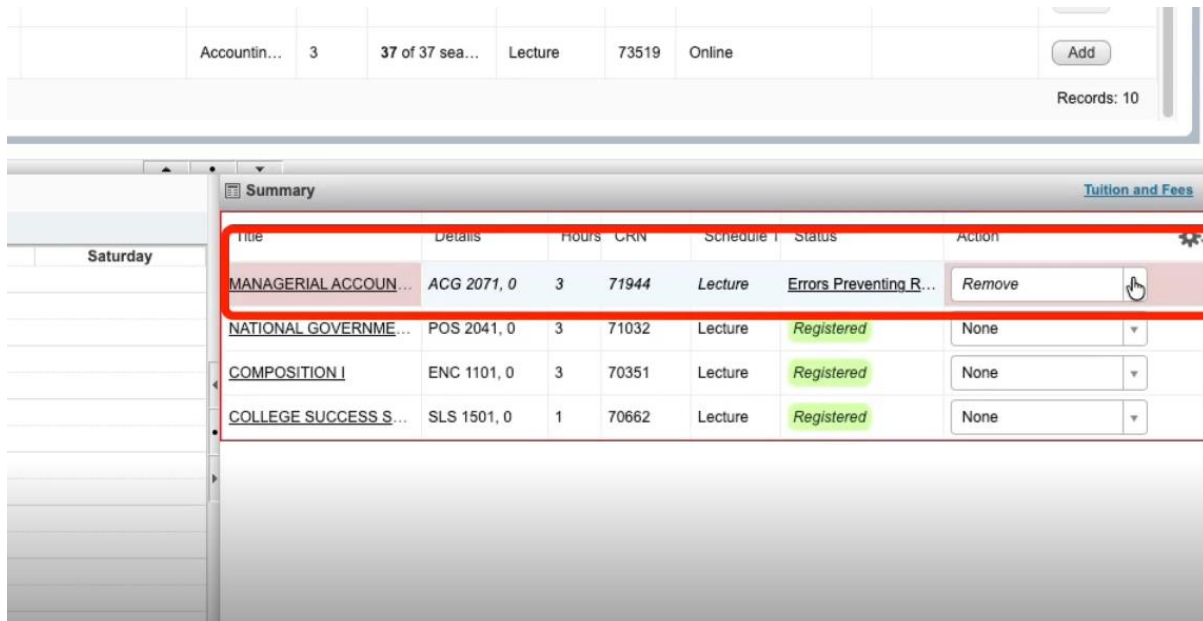
...	Fall ...	Computer...	3	30 of 30 sea...	Lecture a...	74293	Face to Face		Add
...	Fall ...	Computer...	3	30 of 30 sea...	Lecture a...	74293	Face to Face		Add
...	Fall ...	Computer...	3	30 of 30 sea...	Lecture a...	74294	Face to Face		Add

Records: 163

		Summary						Tuition and Fees	
		Title	Details	Hour	CRN	Instructional Method	Status	Action	
Friday	Saturday	COMPUTER AND INT...	CGS 1060C, 0	3	74288	Face to Face	Pending	**Web Registered**	
		COMPOSITION I	ENC 1101, 0	3	74620	Face to Face	Pending	**Web Registered**	
		COMPOSITION I	ENC 1101, 0	3	74617	Face to Face	Pending	Remove	

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.

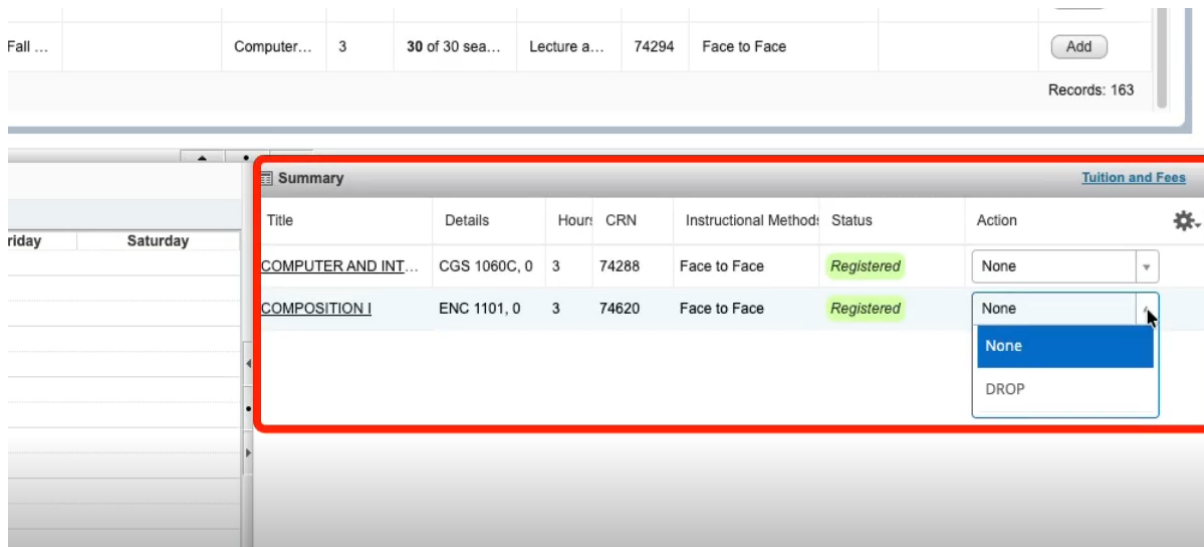
How to Drop a Class

Step 8: Locate the Class

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

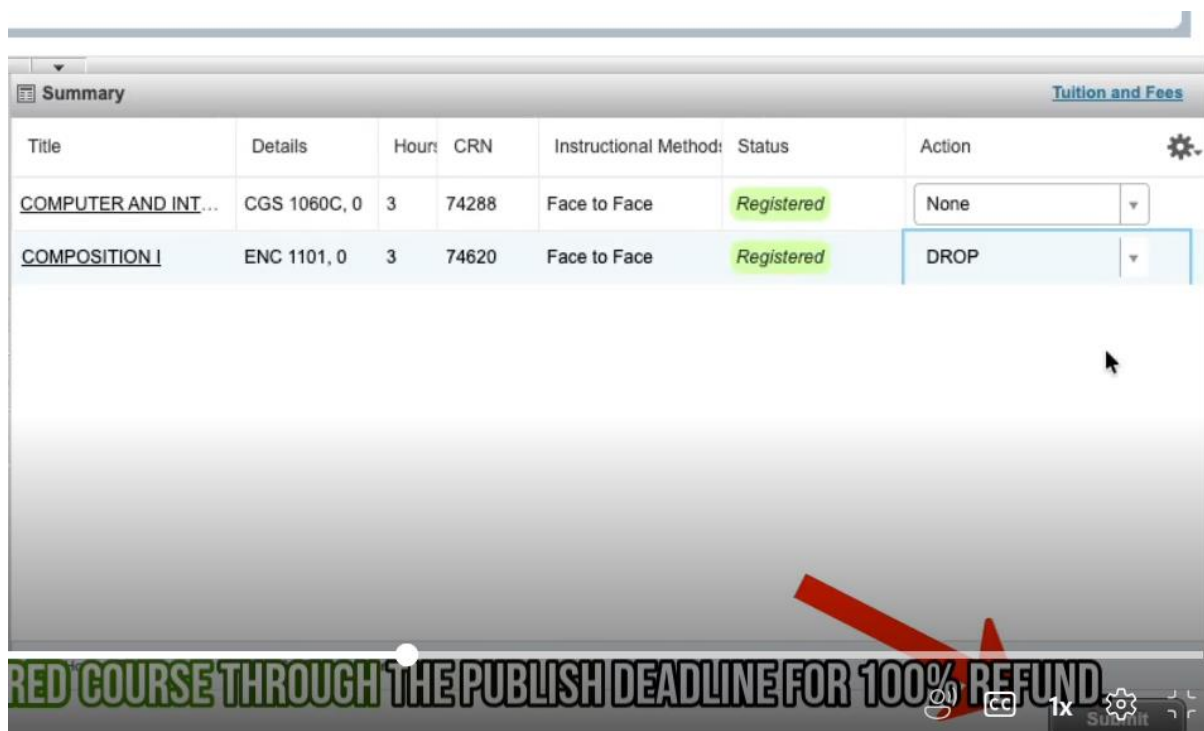
Step 9: Select Drop

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



Step 10: Confirm the Drop

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



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' web application. At the top, there's a navigation bar with 'Student / Registration / Select a Term / Register for Classes'. Below this, a tabbed interface shows 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options' (which is active). The main content area is titled 'Summary' for the term 'Fall 2025'. It contains a table with 4 records of registered courses. Below the table, it shows 'Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 18'. At the bottom, there's a 'Schedule' section showing a 'Class Schedule for Fall 2025' with a grid for days of the week and times. The grid shows classes 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...

Records: 4

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

Schedule | Schedule Details

Class Schedule for Fall 2025

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

2:01

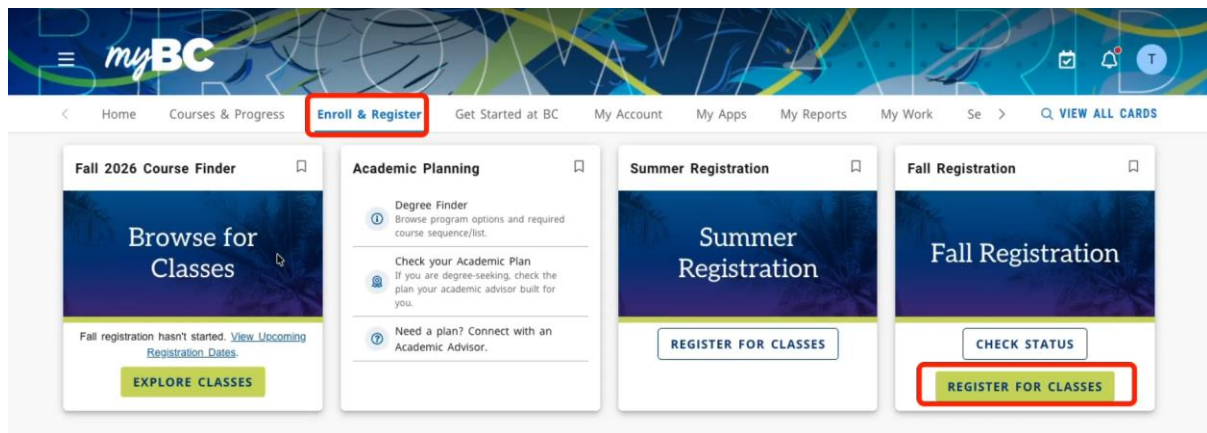
This process helps you successfully add or drop classes while ensuring all changes are properly submitted and recorded.

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.

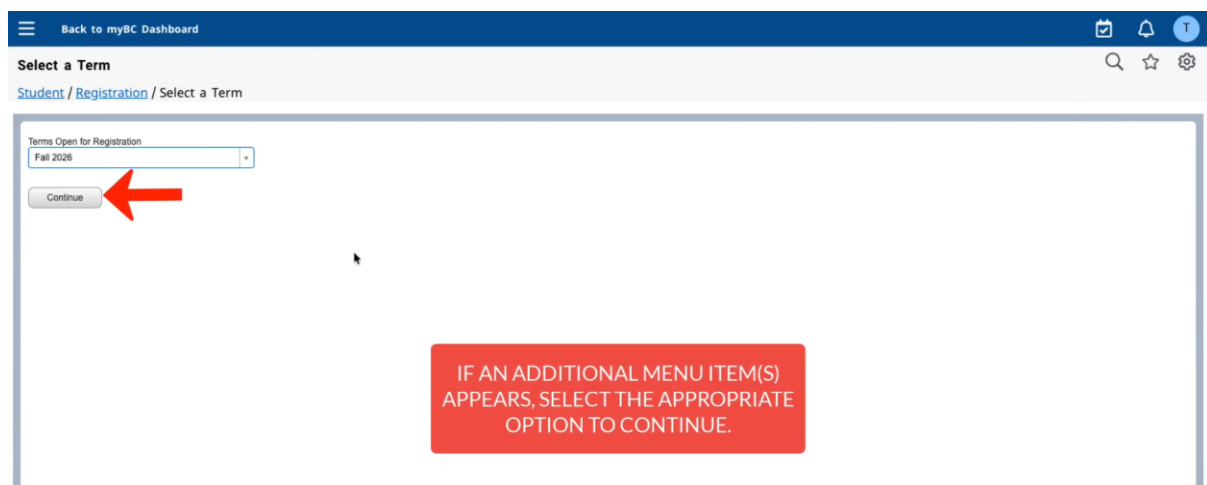
Step 1: Access the Registration Page

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.

The screenshot shows a course management interface. At the top, there's a table listing classes with columns for course ID, title, days, times, and status. Below this is a calendar view for Fall 2026. A red arrow points to the 'Action' dropdown menu for a class, which is open and showing 'None', 'WITHDRAW', and 'WITHDRAWAL' options.

Course ID	Title	Days	Times	Status	Action
ACG 2001	PRINCIPLES OF AC...	S M T W T F S	06:30 PM - 08:50 PM	SO...	Fall ...
ACG 2001	PRINCIPLES OF AC...	S M T W T F S	11:00 AM - 12:15 PM	SO...	Fall ...
ACG 2001	PRINCIPLES OF AC...	S M T W T F S	11:00 AM - 12:15 PM	SO...	Fall ...
ACG 2001	PRINCIPLES OF AC...	S M T W T F S	09:30 AM - 10:45 AM	CE...	Fall ...

Step 4: Select Withdraw

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

The screenshot shows the 'Summary' tab of the course management system. It displays a table with columns for Title, Details, Hour, CRN, Instructional Method, Status, and Action. A red arrow points to the 'Action' dropdown menu for a class, which is open and showing 'None' and 'WITHDRAW' options. A large red arrow points to the 'Submit' button at the bottom right.

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

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.

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.