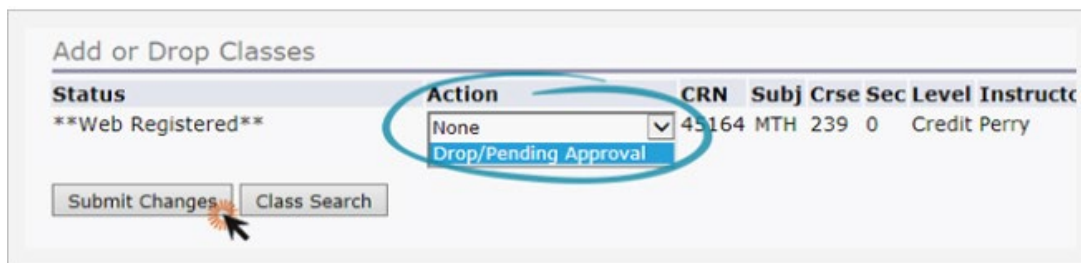


How to Drop a Class

1. Log in to [MyPCC \(my.pcc.edu\)](https://my.pcc.edu).
2. Click Register for classes in the Term-to-Term Checklist.
3. Click Add or Drop Classes.
4. Choose the term of your class.
5. Choose Drop from the drop-down menu.
6. Click Submit Changes.

If you have issues logging in or cannot remember your pcc.edu credentials, please contact the IT Student Help Desk at 971-722-8222, or reset your password from the my.pcc.edu login page.



Don't forget to review the add/drop deadlines (*image below or within the refund policies link*) and [refund policies](#) for Community Education.

Drop deadlines

Drop deadlines vary for Community Education classes based on class length and type.

| Class length | Drop deadline |
|--|--|
| Less than 2 weeks | Prior to the first day class meets. |
| 2-7 weeks | By the end of the first day class is held. |
| 8-10 weeks | Six calendar days after the start of class. |
| Specific programs | Drop deadline |
| Ed2Go (Online, instructor-led) | Six calendar days after the start of class. |
| Ed2Go (online, self-paced) | Due to immediate full access to course materials, drops and transfers are not permitted for self-paced tutorial courses. |
| 1-on-1 classes | Six calendar days after the start of the term. No drops or refunds on partially used packages. |

Note: Some classes have specific registration and drop dates listed in the course footnote. Those dates overrule the drop deadlines listed above.