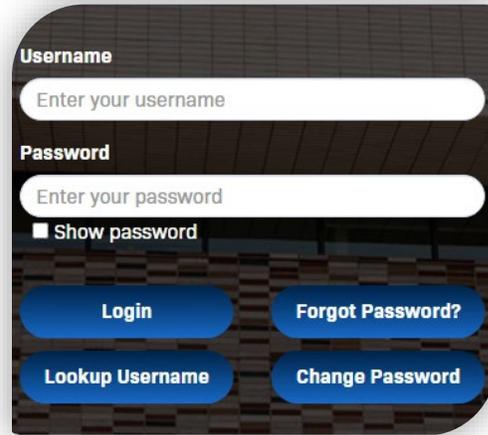


How do I drop a class online?

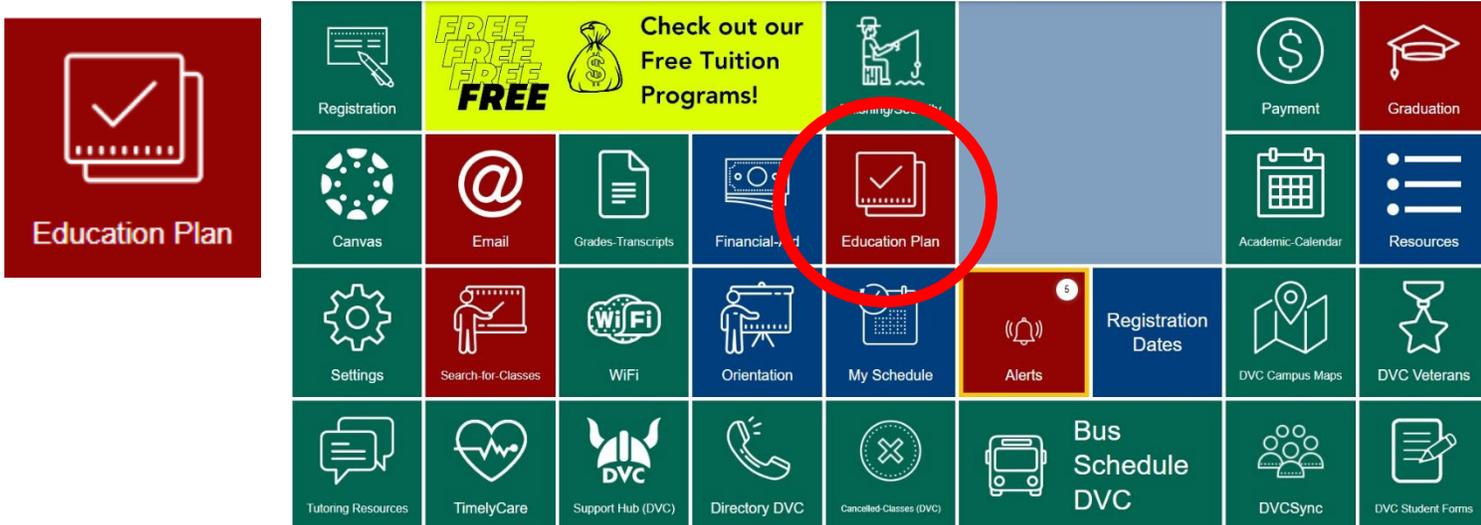
Step 1:

Go to <http://m.4cd.edu> (or the InSite app) and sign in using your username and password.



Step 2:

Click on the "Education Plan" tile.



Step 3:

Select "Education Plan" from the drop-down menu.

- Education Plan**
Create, View and Modify your Education Plan
- Register & Drop**
Register from your Education Plan, Add a Class, Drop a Class, Late Add, Search for Classes
- My Progress**
Review progress towards your educational goal
- Placement Results**
View your self-guided placement results and assessment scores
- Schedule Counselor Appointment**
Access the counseling appointment options for your college
- Change my Major, Home College or Educational Goal**
Change your primary major or your home college

Step 4:

Press the blue "Drop" under the class you would like to drop.

[ENGL-123K Critical Thinking: Comp & Lit](#)

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor:
1/27/2025 to 5/23/2025

Meeting Information

Drop

View other sections

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 5am | | | | | | | |
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |

Step 5:

Make sure that the class you want to drop has a blue check mark to the write of its name.

Register and Drop Sections

You have elected to drop: ENGL-123-5317 (3 Credits)

| Select sections to drop: | Select a reason |
|---|------------------|
| <input type="checkbox"/> COMM-120-5326 (3 Credits) | |
| <input type="checkbox"/> COMM-163-5413 (1.50 Credits) | Select an option |
| <input checked="" type="checkbox"/> ENGL-123-5317 (3 Credits) | Select an option |
| <input type="checkbox"/> KNICA-199-2771 (1 Credits) | |

Cancel Update

Step 6:

Select a reason for dropping your class.

student/Planning/DegreePlans?hideProxyDialog=...
advising Petitions & Waivers

Register and Drop Sections

You have elected to drop: ENGL-123-5317 (3 Credits)

| Select sections to drop: | Select a reason |
|---|------------------|
| <input type="checkbox"/> COMM-120-5326 (3 Credits) | |
| <input type="checkbox"/> COMM-163-5413 (1.50 Credits) | |
| <input checked="" type="checkbox"/> ENGL-123-5317 (3 Credits) | Select an option |
| <input type="checkbox"/> KNICA-199-2771 (1 Credits) | |

- Changed Mind
- Cannot Participate Online
- Course Not Needed
- Class is too Difficult
- Course/Textbook Costs
- CA Residency Issues
- Transportation
- Food/Housing Challenges
- Health/Medical
- Childcare
- School Workload
- Instructor Issues
- Time Management

Cancel Update

Step 7:

Press update.

Register and Drop Sections

You have elected to drop: ENGL-123-5317 (3 Credits)

| Select sections to drop: | Select a reason |
|---|------------------|
| <input type="checkbox"/> COMM-120-5326 (3 Credits) | |
| <input type="checkbox"/> COMM-163-5413 (1.50 Credits) | Select an option |
| <input checked="" type="checkbox"/> ENGL-123-5317 (3 Credits) | Changed Mind |
| <input type="checkbox"/> KNICA-199-2771 (1 Credits) | |

Cancel Update