

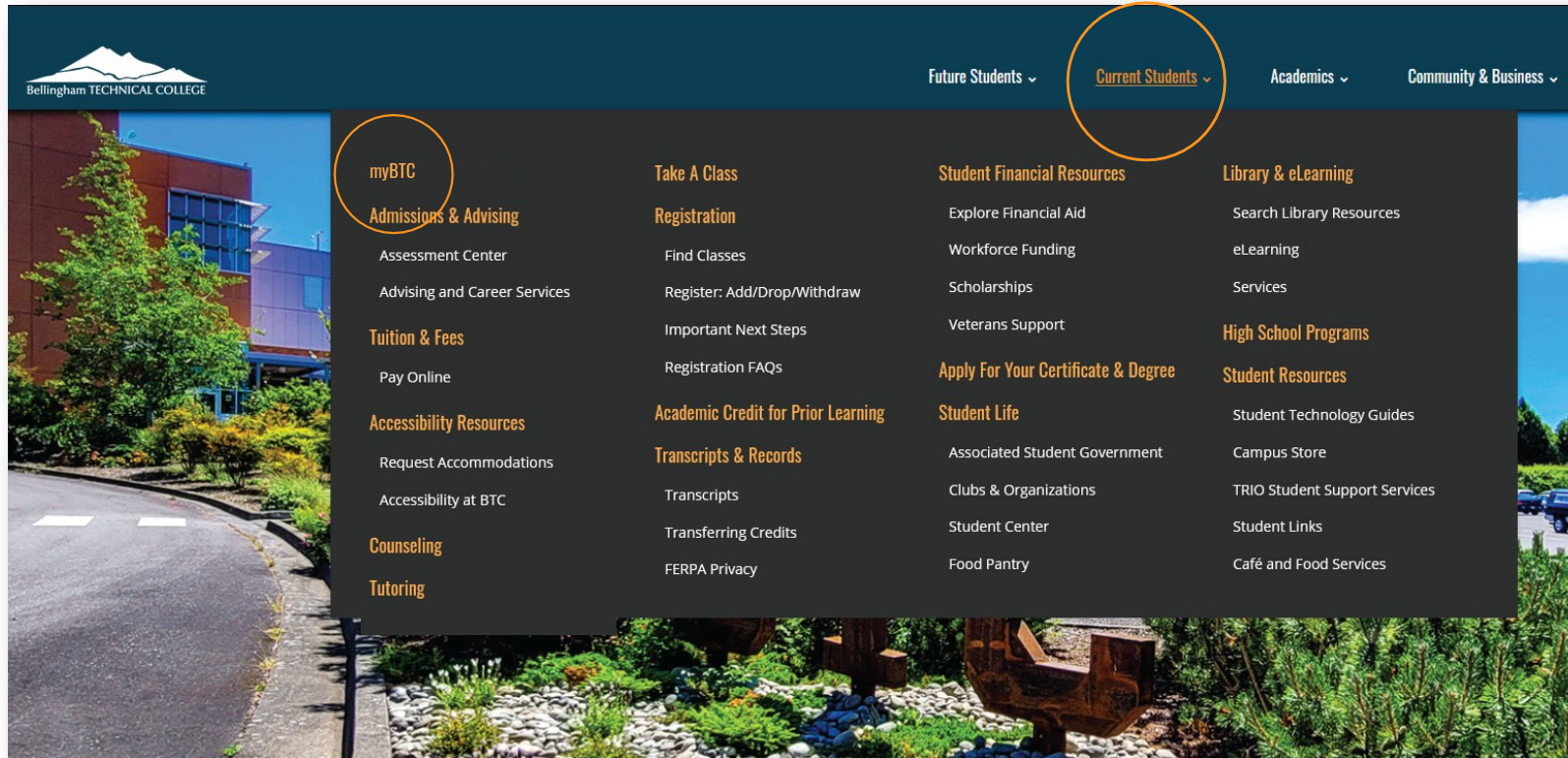


BELLINGHAM TECHNICAL COLLEGE

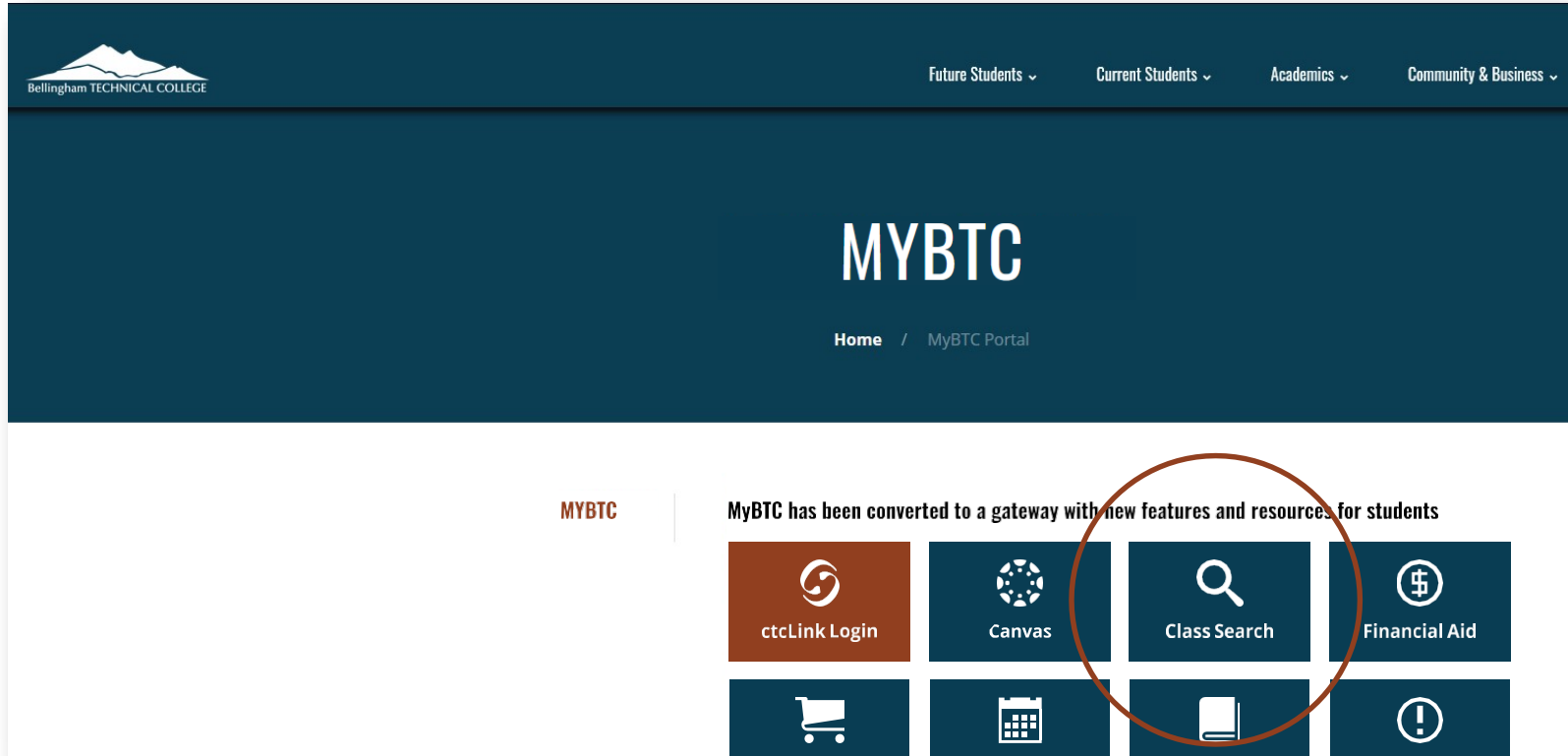
Drop/Withdraw from a Class

mobile friendly

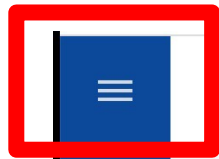




Step 1: Open a browser and go to the BTC website.
Click on **Current Students** > **myBTC**



Step 2: Click on the Class Search icon.



Class Search



Select any number of (*) search criteria.

Term: *
SUMMER 2021

Acad Career

Subject *

Catalog #

Keyword

More Filters 1

Search

Reset Filters

Show Open Classes Only

Select search criteria to view classes.

Step 3: Click the **3-line menu** (hamburger button) at the top left.

Bellingham TECHNICAL COLLEGE

- Class Information
- Class Search
- Browse Classes
- Course Catalog
- Public Links

criteria.

Acad Career

Subject *

Catalog #

Reset Filters

Step 4: Click the college logo.



ctcLink Login



Website



New Students



Course Catalog



Browse Classes



Class Search



Bookstore



Payments



Calendar



Canvas

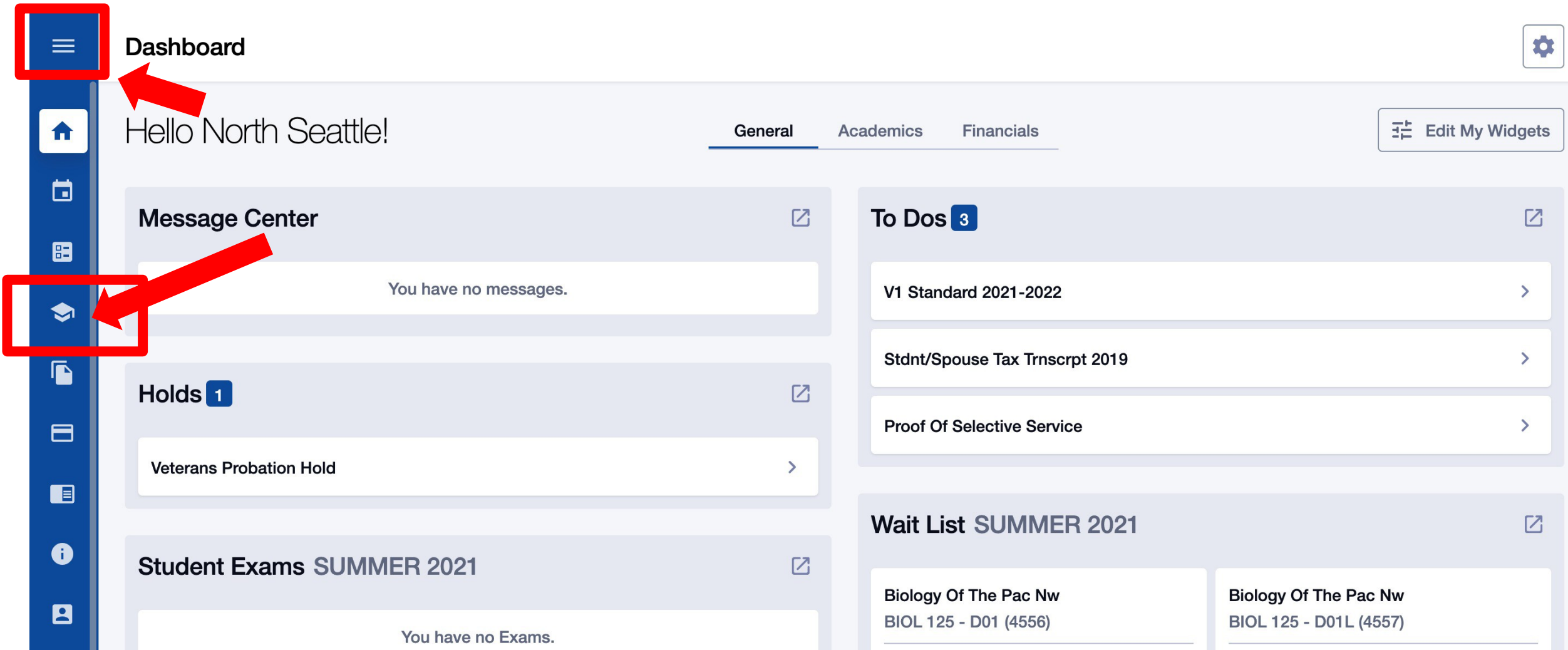


Step 5: Click ctcLink Login.

The screenshot shows the ctcLink login interface for Washington State Community and Technical Colleges. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The main form area has a red box around the "ctcLink ID" label and its corresponding text input field. Below the input field is a "Remember me" checkbox. A large red arrow points to the "Next" button. At the bottom of the form, there is a "Password Help" link. Below the form, there are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".

The screenshot shows the ctcLink login interface for Washington State Community and Technical Colleges. At the top is the ctcLink logo. Below it is a circular icon containing a padlock and the text "****". The text "Enter Your Password" is centered. The main form area has a red box around the "Password" label and its corresponding password input field. A large red arrow points to the "Verify" button. At the bottom right of the form, there is a "Back to sign in" link. Below the form, there are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".

- Step 6:
- Log in to your account.
- Enter your ctcLink ID and click Next.
 - Enter your ctcLink password and click Verify.



Step 7: Click the Enrollment icon on the left navigation bar to expand the menu. You can expand the menu at any time using the menu icon at the top left.

Bellingham TECHNICAL COLLEGE

Dashboard

Schedule

Class Information

Enrollment

Enrollment Dates

Planner

Shopping Cart

Drop Classes

Swap Classes

View Wait List

Academics

General Academics Financials

Edit My Widgets

You have no messages.

To Dos 3

V1 Standard 2021-2022

Stdnt/Spouse Tax Trnscript 2019

MER 2021

You have no Exams.

Please note that dropping/withdrawing from a class:

- May impact your Financial Aid and/or your student account balance.
- Does not guarantee a 100% refund. (Pay attention to key refund dates each quarter).
- Could impact your college transcript.

Talk to a Financial Aid Specialist or an Academic Advisor if you're unsure how dropping/withdrawing will affect your funding and academic plans.

Step 8: Click Drop Classes.

Drop Classes

Term: SUMMER 2021

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS	ACTION
> BIOL 125 D01-LEC (4556)	Biology Of The Pac Nw	ARR	-	-	Online	Elizabeth Goulet	5	11	<input checked="" type="checkbox"/>
> BIOL 125 D01L-LAB (4557)	Biology Of The Pac Nw	ARR	-	-	Online	Elizabeth Goulet	-	11	<input type="checkbox"/>
> BIOL& 160 V04-LEC (4601)	General Biology w/ Lab	TuTh	10:50 am	1:00 pm	Virtual	Laurie Bauman	5		<input type="checkbox"/>
> BIOL& 160 V04L-LAB (4604)	General Biology w/ Lab	ARR	-	-	Virtual	Laurie Bauman	-		<input type="checkbox"/>

Step 9: Check the option box next to the class you want to drop. Then click Drop.

Drop Classes

Term: SUMMER 2021

Drop

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> BIOL 125 D01-LEC (4556)	Biology Of The Pac Nw					Elizabeth Goulet	5	11 <input checked="" type="checkbox"/>
> BIOL 125 D01L-LAB (4557)	Biology Of The Pac Nw					Elizabeth Goulet	-	11 <input type="checkbox"/>
> BIOL& 160 V04-LEC (4601)	General Biology w/ Lab					Laurie Bauman	5	11 <input type="checkbox"/>
> BIOL& 160 V04L-LAB (4604)	General Biology w/ Lab	ARR	-	-	Virtual	Laurie Bauman	-	11 <input type="checkbox"/>

Drop Classes

Are you sure you want to drop the selected class(es)?

Cancel Drop

Step 10: Click Drop to drop/withdraw from the class. Click Cancel to go back.

Drop Classes

Term: SUMMER 2021

Select classes to drop and then se

CLASS	DESCRIPTION	UNITS	STATUS
> BIOL 125 D01-LEC (4556)	Biology Of The P	5	11 <input checked="" type="checkbox"/>
> BIOL 125 D01L-LAB (4557)	Biology Of The P	-	11 <input type="checkbox"/>
> BIOL& 160 V04-LEC (4601)	General Biology	5	11 <input type="checkbox"/>
> BIOL& 160 V04L-LAB (4604)	General Biology	-	11 <input type="checkbox"/>

Drop results

Drop results of 1 class for the term
SUMMER 2021.

CLASS	STATUS
BIOL 125	■ Success

This class has been removed from your schedule.

OK

Step 11: You have successfully dropped/withdrawn from the class! Click OK to return to your schedule.