Drop/Withdraw from a Class
Step 1: Open a browser and go to the BTC website. Click on *Current Students* > *myBTC*
Step 2: Click on the ctcLink icon.
Step 3: Log in to your account.
   a) Enter your ctcLink ID and click Next.
   b) Enter your ctcLink password and click Verify.
If you are or have been a student at more than one Washington state community college, click the college you want to log in to.

Step 4: If you have only been admitted to or attend one college, go to Step 5.
Step 5: Click on “Student Homepage”.
Step 6: Click on the Manage Classes tile.
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 official 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 7: Click Drop Classes.
Step 8: Select the Term/College combination you want to view.
Step 9: If you want to exit out of this page, click the Exit button at the top left.
Once you select the classes, the Next button appears at the top right. Click Next to continue.

**Step 10:** Click the Exit button to cancel dropping.
Review your selected class(es). Then, click Drop Classes to continue.

Step 11: Click Previous to go back or Exit to cancel dropping.
Step 12: Click Yes to confirm the drop.
Step 13: You have successfully dropped the class!