

# How to Drop a Class

for Dual Enrollment Students



You may drop a class using MyPortal. An instructor's permission is not required.

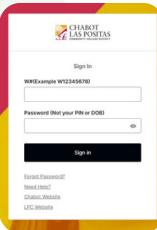


### Log into MyPortal

After students receive a W# email, they will also receive a MyPortal Activation email In the email from OKTA. Click on the "Activate" button

## Sign in with W# and your password

You will be prompted to enter the information that you chose while setting up your "My Portal"





#### Find "Clasic CLASS-WEB" tab

Click "Student Services" link, followed by Registration" link - "Add/Drop or Withdraw from Classes" link



Are you ready for registration? Check here for

Registration 

✓

Add or drop classes; Withdraw from classes;

Student Records

Steps to Success

Complete the Steps to Success at Las Positas of Chabot College.

Add/Drop or Withdraw from Classes 7

Have an add number from your instructor? Use this link!

Look-up Classes to Add

Change Class Options (Before Census)

Change the number of units for a variable unit class; change the gra



#### Select the term and Click Submit

Update the information prompted on the "Pre-Registration Student Information" page - Select the drop-down menu next to the course you would like to drop and select "Drop Class"

#### Select Term

Select a Term: Fall 2025 RFLEASE: 8.7.2.12

#### Current Schedule

Status Action CRN Drop with W on Jan 26, 2020 30780 \*\*Web Registered\*\* on Jan 26, 2020 None 33006 \*\*Web Registered\*\* on Apr 07, 202 None 32886 Web Drop Before Classes

Total Credit Hours: 5 000

Dont forget to click "Submit Changes" / button and you are all set. Make sure to confirm that the course is properly dropped by checking the page that appears after you submit the request, as well as checking your Student Detail Schedule.

