



How to Drop a Class

for Dual Enrollment Students



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

1



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

2

W#

Sign in with W# and your password

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

3



Find "Classic CLASS-WEB" tab

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

Classic CLASS-Web

- Student Services
- Student Steps for Success
- Financial Aid

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 or Chabot College.

Add/Drop or Withdraw from Classes

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

4



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**

Submit

RELEASE: 8.7.2.12

Current Schedule

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

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.



LAS POSITAS
COLLEGE

For further assistance, contact Educational Partnerships
Email: ipc-dualenrollment@laspositascollege.edu
OR access **MyPortal Help:** helpzone@clpccd.org