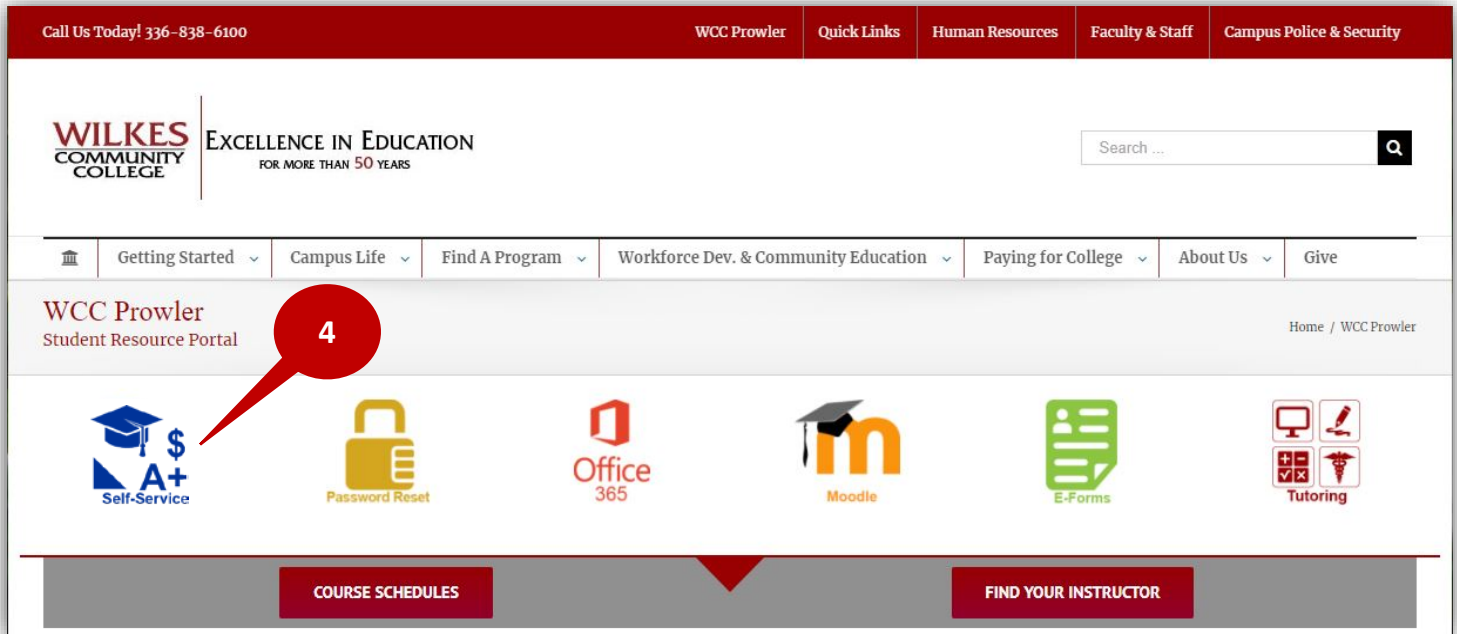


## How to Drop a Course

1. Go to [www.wilkescc.edu](http://www.wilkescc.edu)
2. Click on **WCC Prowler**
3. Click on **WCC Prowler Student Portal**



4. Click on **Self-Service**



5. Enter your **User ID** and **Password**.  
**Note:** If you do not know your **User ID**, then go to <https://www.wilkescc.edu/wccprowler/wcc-prowler-help/> and follow the steps on the page to retrieve your User ID and/or reset your password.
6. Click **Sign In**

WILKES COMMUNITY COLLEGE Self-Service

### Sign In

User name

Password

Sign In

7. Click on **Student Planning**.

Hello, Welcome to Colleague Self-Service!  
 Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Tax Information**  
Here you can change your consent for e-delivery of tax information.
- Banking Information**  
Here you can view and update your banking information.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**  
Here you can view your grades by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Enrollment Verifications**  
Here you can view and request an enrollment verification.
- Transcript Requests**  
Here you can view and request a transcript.

8. Click on **Plan your Degree & Register for Classes**.

Steps to Getting Started  
 There are many options to help you plan your courses and earn your degree. Here are 2 steps to get started:

1 **View Your Progress**  
 Start by going to My Progress to see your academic progress in your degree and courses.  
 Go to My Progress

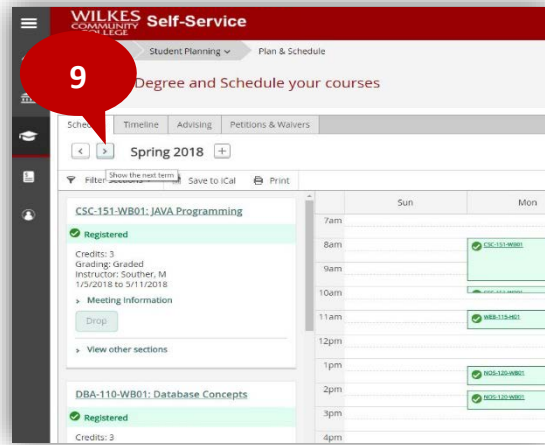
2 **Plan your Degree & Register for Classes**  
 Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
 Go to Plan & Schedule

Programs	Cumulative GPA	Progress
Basic Skills Program		<input type="text"/>
Information Technology- Computer Programming	3.619 (2,000 required)	<input type="text"/>

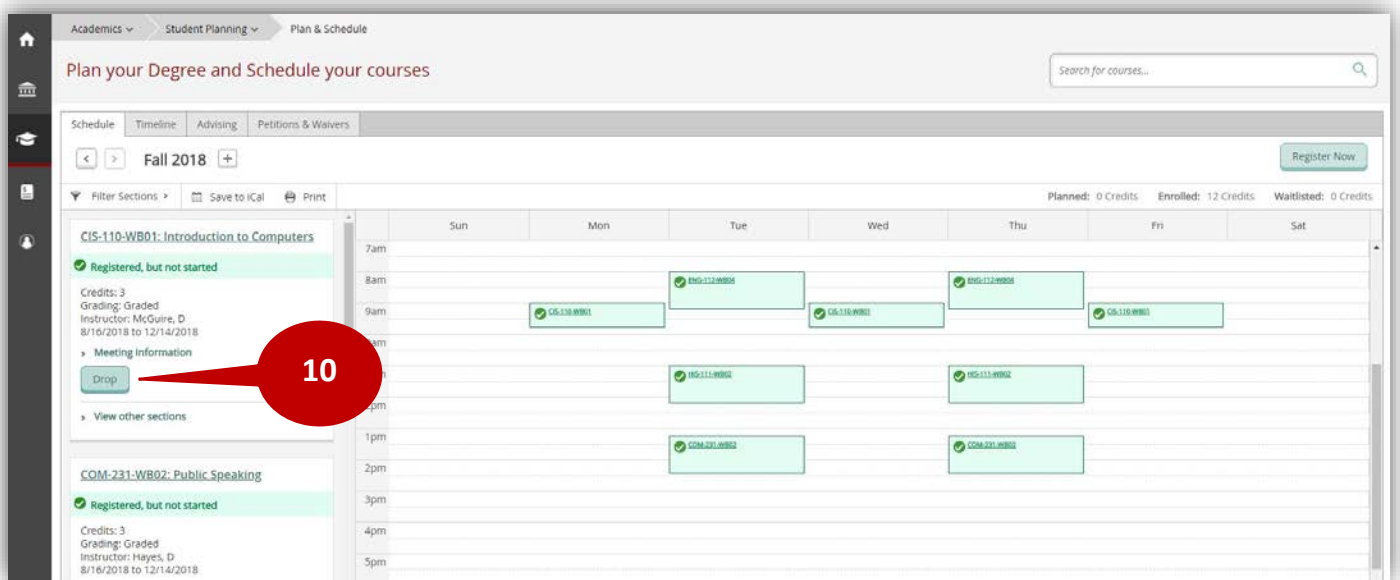
Summer 2018 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							

9. Click on the **Right Arrow** to advance your schedule to the semester you are registering for.



10. Click **Drop** on the course you wish to drop in the left-hand pane



11. Click **Update**. **Note:** If you wish to drop more than one course, then select all the courses you wish to drop before selecting update.

Register and Drop Sections

You have elected to drop: CIS-110-WB01 (3 Credits)

Select sections to drop:

- CIS-110-WB01 (3 Credits)
- COM-231-WB02 (3 Credits)
- ENG-112-WB04 (3 Credits)
- HIS-111-WB02 (3 Credits)

Cancel Update

12. Click the **X** beside the course to remove it from your schedule. **Note:** If you click the **X** on the course shown on the calendar view of your schedule, you will still need to click the **X** beside the course name in the left-hand pane to fully remove the course from your schedule. If you do not remove the course or section from your schedule that you no longer want to take, then you will be re-registered for that course or section when you try to register for another course or section.

WILKES COMMUNITY COLLEGE Self-Service Test

jamquinn072 Sign out Help

Academics Student Planning Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Fall 2018 Register Now

Filter Sections Save to iCal Print

Planned: 3 Credits Enrolled: 9 Credits Waitlisted: 0 Credits

CIS-110-WB01: Introduction to Computers

Planned

Credits: 3  
Grading: Graded  
Instructor: McGuire, D  
8/16/2018 to 12/14/2018  
Seats Available: 24

Meeting Information

Register

View other sections

COM-231-WB02: Public Speaking

Sun Mon Tue Wed Thu Fri Sat

7am

8am

12pm

1pm

2pm

3pm

ENG-112-WB04

ENG-112-WB04

HIS-111-WB02

HIS-111-WB02

COM-231-WB02

COM-231-WB02

CIS-110-WB01

CIS-110-WB01

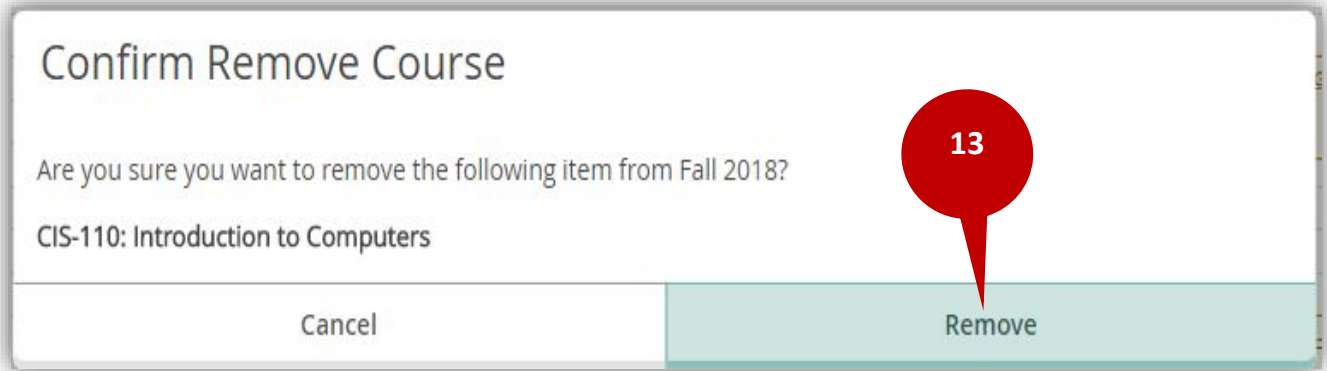
CIS-110-WB01

CIS-110-WB01

12

Note

13. Click **Remove**



A dialog box titled "Confirm Remove Course" with a white background and a light gray border. The text inside reads: "Are you sure you want to remove the following item from Fall 2018?" followed by "CIS-110: Introduction to Computers". At the bottom, there are two buttons: "Cancel" on the left and "Remove" on the right. The "Remove" button is highlighted in a light teal color. A red circular callout bubble with the number "13" inside points to the "Remove" button.

Confirm Remove Course

Are you sure you want to remove the following item from Fall 2018?

CIS-110: Introduction to Computers

Cancel Remove

14. You have dropped the selected course(s) and removed it from your schedule.