

# HOW TO USE MyICC



## How to Drop Classes

3/4/21

- 1 Access MyICC App or [my.icc.edu](http://my.icc.edu) and click on the MyICC (eServices) tile.

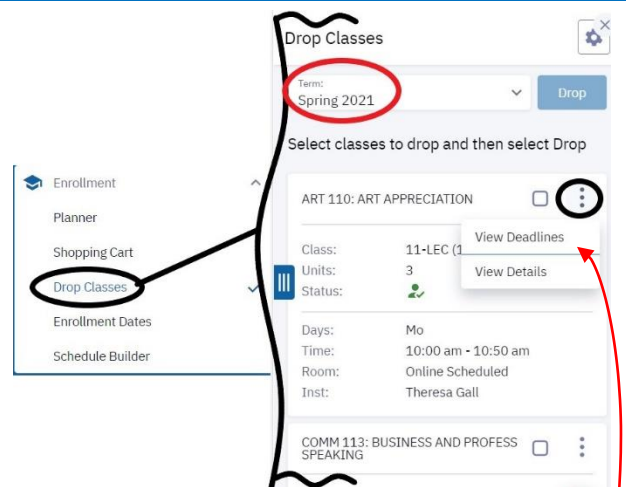


- 2 Sign in with your MyICC eServices username and password.

*Forgot password or User ID/Username, click corresponding button.*

- 3 Open the Enrollment Tab on the Navigation Menu and select Drop Classes. Use the drop down arrow to select the correct term.

- 4 Before dropping any classes, check for important drop/withdraw deadlines to determine how this may affect your GPA, tuition bill and/or Financial Aid eligibility. Click the '3 dots' to open menu.

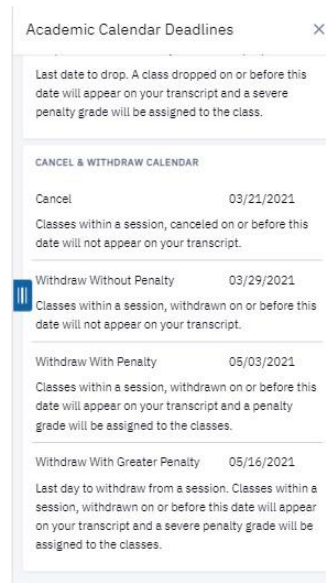


- 5 Click View Deadlines button to access only the dates or View Details to access entire class details.

**6** Scroll down under enrollment to review Cancel & Withdraw Calendar.

*Pay close attention to the Withdraw with Penalty and Withdraw with Greater Penalty deadlines – these affect your GPA and Tuition Bill/Financial Aid Eligibility.*

Once you have determined whether you are going to drop the class, click the 'X-close button) to return to your class list.



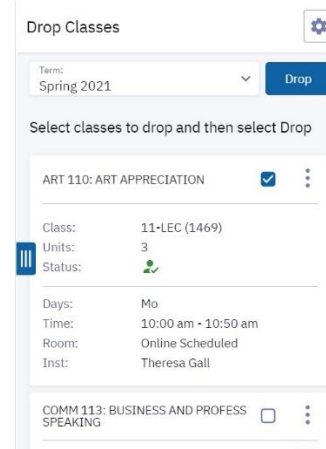
Academic Calendar Deadlines

Last date to drop. A class dropped on or before this date will appear on your transcript and a severe penalty grade will be assigned to the class.

CANCEL & WITHDRAW CALENDAR

Cancel	03/21/2021
Classes within a session, canceled on or before this date will not appear on your transcript.	
Withdraw Without Penalty	03/29/2021
Classes within a session, withdrawn on or before this date will not appear on your transcript.	
Withdraw With Penalty	05/03/2021
Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes.	
Withdraw With Greater Penalty	05/16/2021
Last day to withdraw from a session. Classes within a session, withdrawn on or before this date will appear on your transcript and a severe penalty grade will be assigned to the classes.	

**7** Mark the checkbox to the right of the class(es) you wish to drop and press Drop.



Drop Classes

Term: Spring 2021

Select classes to drop and then select Drop

ART 110: ART APPRECIATION	<input checked="" type="checkbox"/>	⋮
Class: 11-LEC (1469)		
Units: 3		
Status:		
Days: Mo		
Time: 10:00 am - 10:50 am		
Room: Online Scheduled		
Inst: Theresa Gall		
COMM 113: BUSINESS AND PROFESS SPEAKING	<input type="checkbox"/>	⋮