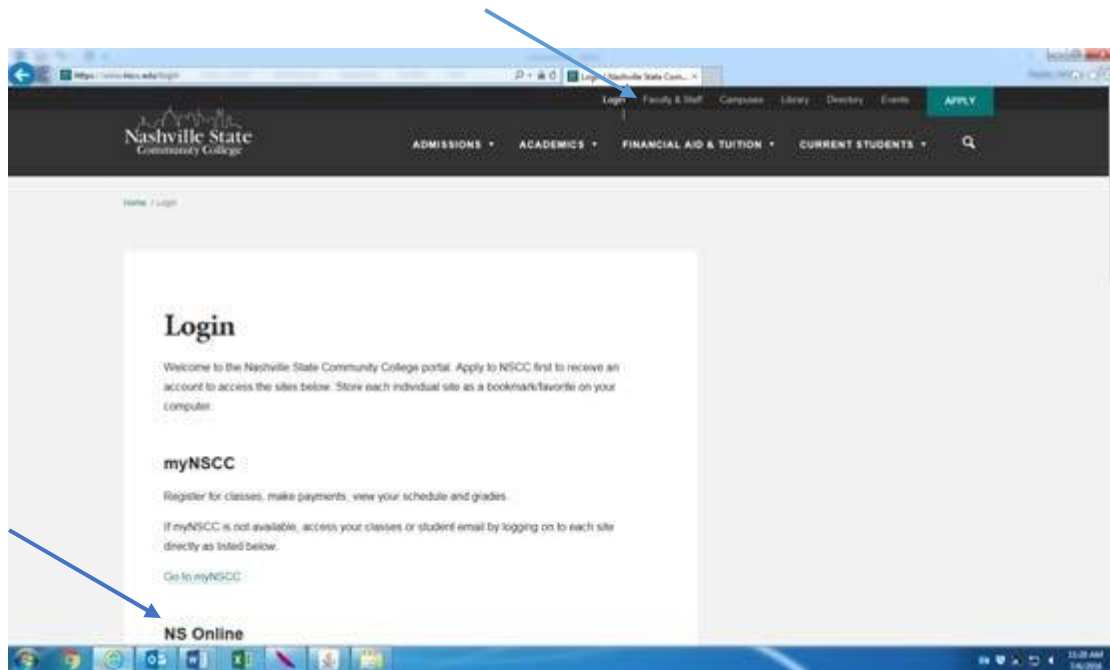


Instructions for Dropping Classes via MyNSCC

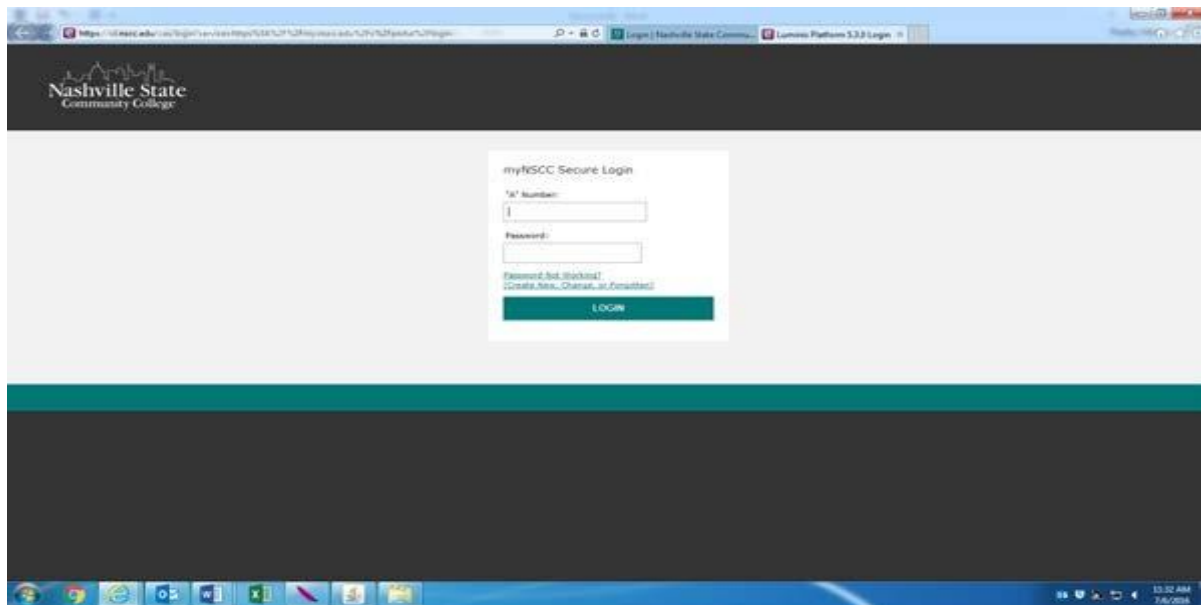
If you are wanting to withdraw from **all** courses for which you are registered, you will need to complete the add/drop [form](#) and submit it to Julie.williams@nsc.edu for processing. Otherwise, proceed with the following instructions.

Access the Nashville State Technical Community College Home Page
<http://www.nsc.edu>

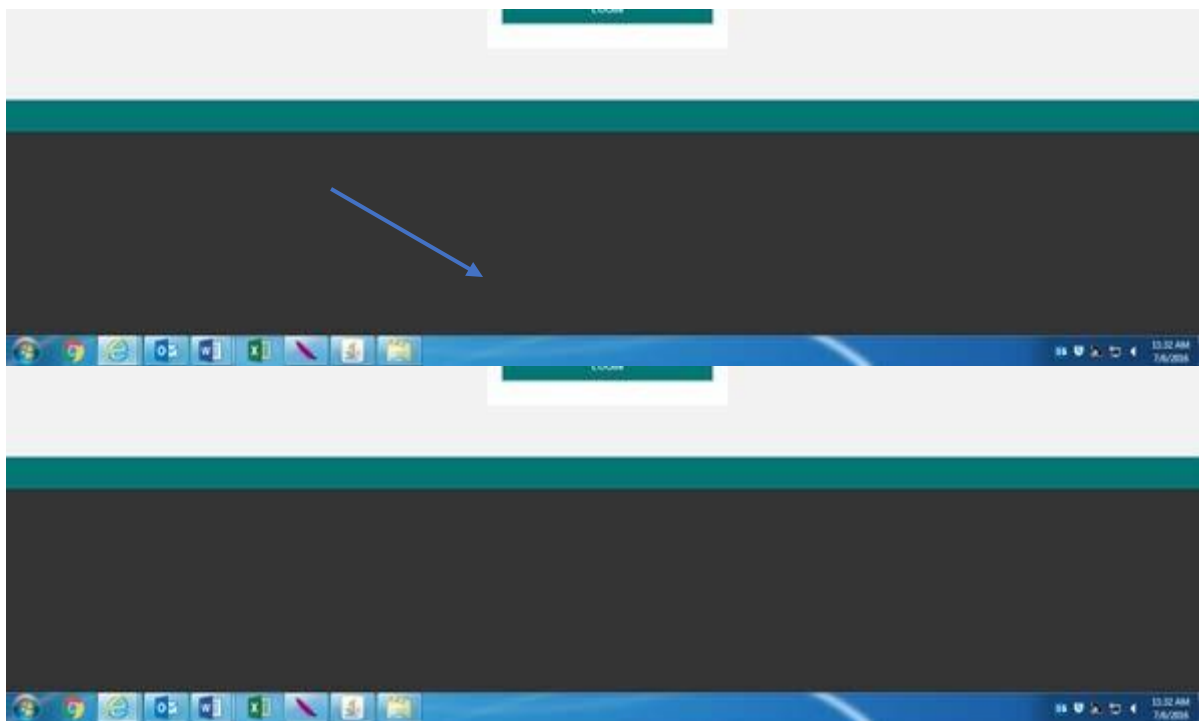
Step 1: Click on the “Log In” link and then the “Go To MyNSCC link to log into your MyNSCC account.



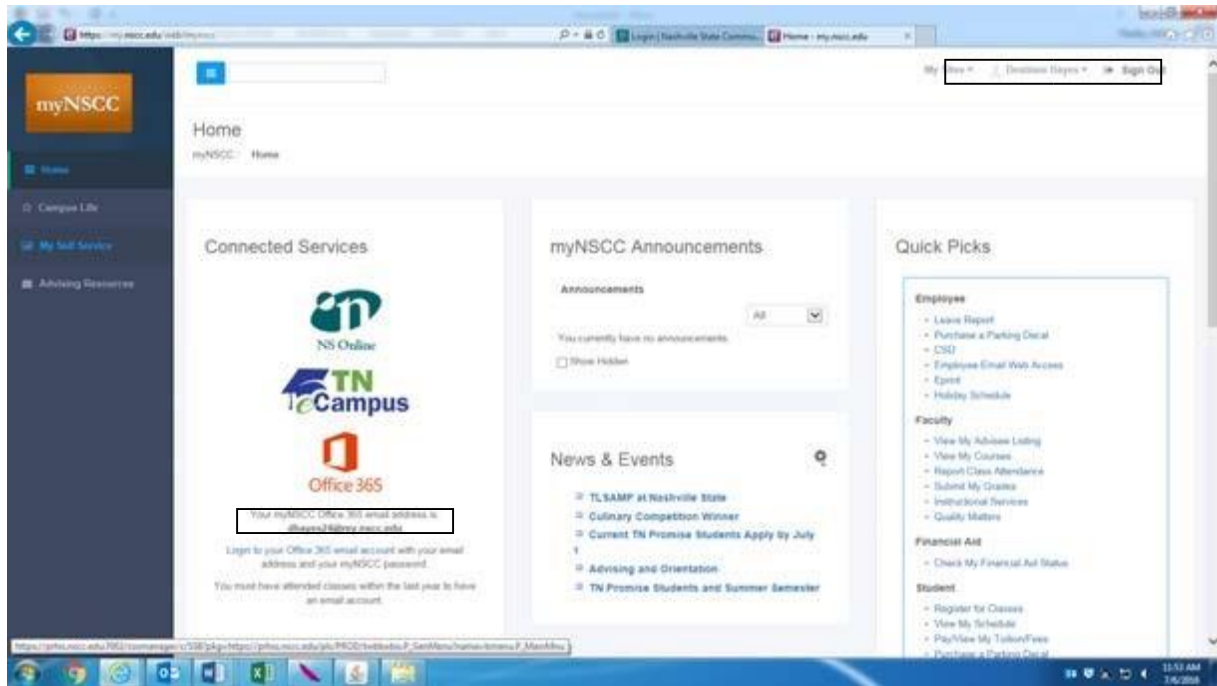
Step 2: Enter your “A” number in the “A” Number field. Your “A” number consists of an “A” plus 8 digits. If you do not know your “A” number, please contact Admissions, Records, or Computer Services Help Desk.



Step3: Enter your password in the Password field and then click LOGIN.



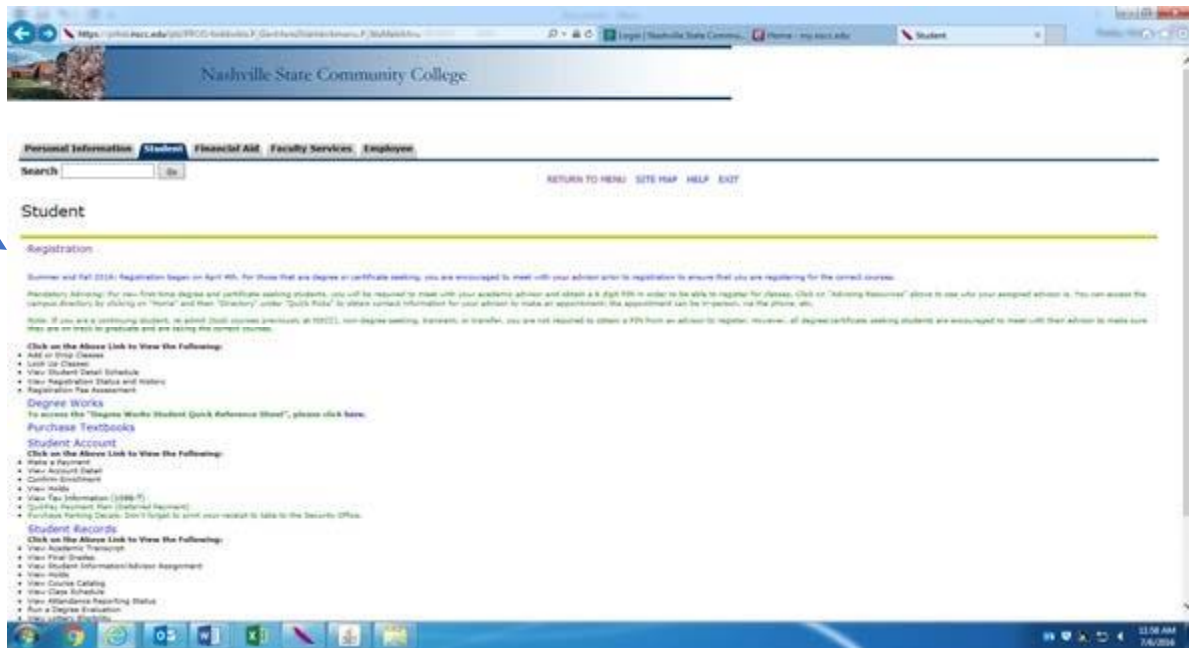
Step 4: Click on the “My Self Service” Tab.



Step 5: Click on the “Student” Tab



Step 6: Click on the “Registration” link.

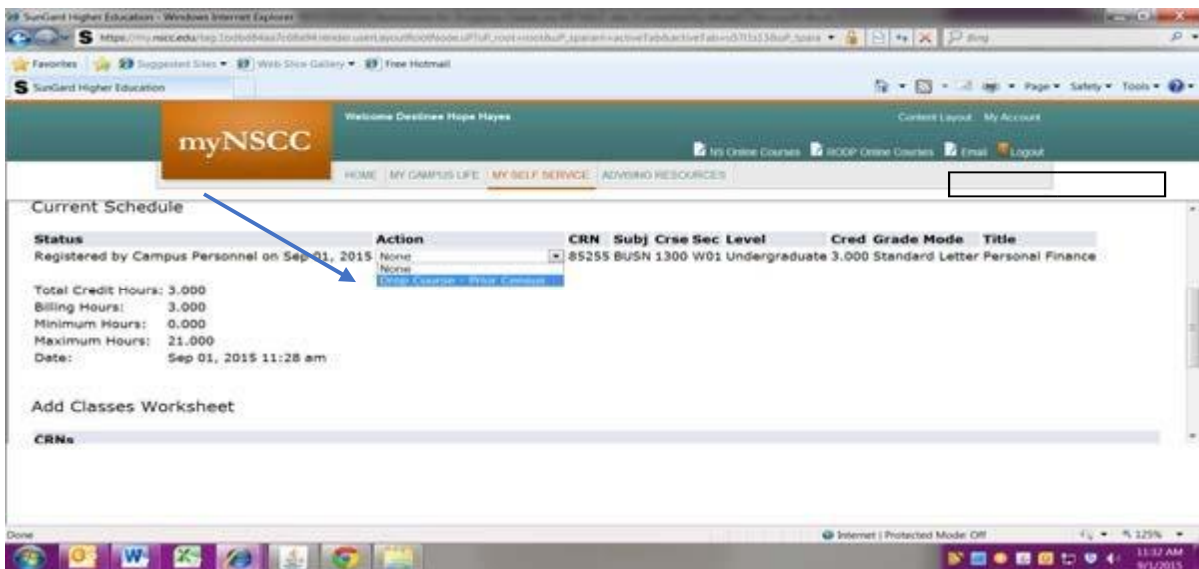


Step 7: Click on the “Add or Drop Classes” link.

You will be prompted to select a term. Using the drop down box, choose the current term and Submit.



Step 8: Choose the course that you wish to drop and click the drop down box beside it. Be sure to click "Submit Changes" when finished so changes will be saved. If you do not submit, you will remain registered in the course.



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