

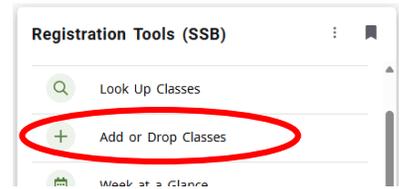
How to Drop or Withdraw from a course from your student portal

1. From <https://www.pikespeak.edu/> - in top right corner, click on “MyPikesPeak Portal Login”

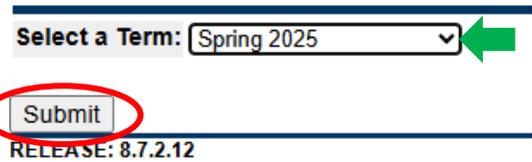


2. Log in using your student number including the capital S and the minimum 14-character password you created.

3. Once you are logged into the portal, locate Registration Tools box.



4. Ensure the current term is selected from the dropdown menu and click “Submit”



Registration Hold

If there is a hold on your account, you will not be able to access the current semester to withdraw from the course. Please contact High School Programs at 719-502-3111 or hsp@pikespeak.edu as soon as possible.

5. Your current schedule should appear with drop-down boxes located next to each course. The Status column states your current course status: currently registered, dropped, or withdrawn.

Add or Drop Classes

Current Schedule

Status	Action	⌵
Web Registered on Mar 20, 2017	None	2
Web Registered on Mar 20, 2017	None	2
Web Registered on Mar 20, 2017	None	2

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 19, 2017 09:50 am

Please contact High School Programs if there are any question at hsp@pikespeak.edu or 719-502-3111.

How to Drop or Withdraw from a course from your student portal

6. Go to the course you want to withdraw from, click on the drop-down box and select “Drop Web” or “Web Withdrawn-Graded-No Refund”.
 - The available selection will depend on whether you drop the course before the drop date or withdraw from the course.

7. Once Drop or Withdraw is selected, scroll down and click on “Submit Changes” to confirm your removal from the course.

8. Once you have withdrawn from the course, your course status should say **Web Withdraw** in your portal.

Student Financial Responsibility Agreement ([English](#) | [Español](#))

- If you have not registered for a course in more than 12 months, please check your status. If your status is Inactive, you will not be able to register until you submit an application.
- To apply for the College Opportunity Fund (COF) stipend, please [click here](#).
- To authorize the COF stipend, please [click here](#).
- To search for a class, click on the Class Search button.
- You must click the “**SUBMIT CHANGES**” button to record all changes.
- To add a class, enter CRN in the Add Class box below and click “SUBMIT CHANGES”.
- To drop a class:
 - Read important [financial aid information](#).
 - Click on action menu next to the CRN.
 - Select “DROPPED” and click “SUBMIT CHANGES”. *If no options appear, click on “DROPPED” and click “SUBMIT CHANGES”.*
- Click on [View Detailed Student Schedule](#) link to print a copy and confirm your schedule.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>
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