

How to Drop a Course

SSSP - Alynna Martinez – updated 4/4/24

Things to Consider Before Dropping a Course

Dropping a course could affect your financial aid

- Talk to someone in financial aid before dropping a course if you are concerned about this
- <u>Click here for the Financial Aid page</u>

Make sure you talk to a Counselor before dropping a course

- This can affect your completion date and your degree plan
- Once you drop a course, you will have to re-register for it or waitlist if the course is full
- <u>Click here for the Counseling page and information on how to contact a Counselor</u>
 Pay attention to drop deadlines!

Go to mjc.edu and click on the MyMJC icon.

MyMJC has replaced PiratesNet. This is your new student portal.



Sign-in with your MJC student email and password Student Email: First name followed by your w# with no w0 Example: petey987654@my.yosemite.edu or penelope1015849@my.yosemite.edu



If you need to reset your password, select Forgot my password or call (209) 575-7900 & select option 4.

If you have already set up your Multi-Factor Authentication (MFA), you will be prompted to verify it is you. If you have not set up your MFA, then you will need to do so in order to log in. If you have downloaded the Microsoft Authenticator app you will need to enter the number into your app. If you have opted to use the text/phone verification you will enter the code provided.





student1015489@my.yosemite.edu

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.



No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

More information

Student Password Recover

Staff Password Reset

If you need assistance setting up MFA call (209) 575-7900 & select option 4.

Once you are logged into MyMJC, find the **Registration** tile, and click **Add a course.**



This will take you to Self Service where you register and drop courses. If the semester you need does not automatically show, click the arrow pointing to the right to scroll to semester you need.



Registered courses will be confirmed in green on your list and weekly schedule.

MJC Spring 2021					Register Now				
Filter Sections		rint			Planned: 7 Credits	Enrolled: 2 Credits	Waitlisted: 0 Credit		
Register	▲ Sun	Mon	Tue	Wed	Thu	Fri	Sat		
✓ View other sections	11am								
MGUIDE-111-0799: Career Exploration	1pm	MBUSAD-201-8690 X		<u>MBUSAD-201-8690</u> X					
✓ Registered, but not started	2pm								
Credits: 1 Credits, Pass/Fail only Grading: Pass/Fail Instructor:	3pm 4pm	MGUIDE-111-0799							
3/15/2021 to 4/19/2021 Meeting Information	5pm								
Огор	6pm								
✓ View other sections	7pm								
MPEC-195-0267: Weight Training	9pm								
✓ Registered, but not started	10pm								
Credits: 1 Credits Grading: Graded Instructor:	11pm								
3/15/2021 to 5/1/2021 Meeting Information	Sections with no	o meeting time	'04 Faculty:				×		
Drop	✓ MPEC-195 Weigh	t Training Section 0267 Faculty:							

Locate the course you would like to drop and click

< → MJC Spring 2021 +	2021 +					Register Now				
Filter Sections		🔒 Print				Planned: 7 Crea	dits Enrolled: 2 Credits	Waitlisted: 0 Credits		
Register		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
✓ View other sections	11ar	n								
	12pr	n	MBUCAD 201 8500		MRUCAD 201 8500					
MGUIDE-111-0799: Career Exploration	1pr	n			MB03AD-201-8090 X					
✓ Registered, but not started	2pr	n								
Credits: 1 Credits, Pass/Fail only Grading: Pass/Fail Instructor:	3pr 4pr	n	MGUIDE-111-0799							
3/15/2021 to 4/19/2021 Meeting Information	5pr	n								
Огор	6pr	n								
✓ View other sections	7pr	n								
	8pr	n								
MPEC-195-0267: Weight Training	9pr	n								
✓ Registered, but not started	10pr	n								
Credits: 1 Credits Grading: Graded Instructor: 3/15/2021 to 5/1/2021	11pr Sect	n ions with no meet	ing time					v		
✓ Meeting Information	<u> </u>	MBUSAD-209 Import/Exp	ort Fundamntals Section 87	04 Faculty:				×		
Drop	•	MPEC-195 Weight Training	Section 0267 Faculty:							

Select a reason and click on Update

10am				
egister and Drop Sections				
ou have elected to drop: MPEC-195-0267	(1 Credits)			
Select sections to drop:	Select a reason			
MOFADM-259-9828 (1 Credits)				
✓ MPEC-195-0267 (1 Credits)	Select an opti	on	~	
	Select an opt	ion		
Select sections to add: MOFADM-316-8960 (1 Credits)	Too Difficult Financial Diff	iculties		
Cancel		Update		
8pm				

Now you can remove the course from your plan Click on the x for the course and then Remove in the confirmation window

3/22/2021 to 4/24/2021 Waitlisted: 3 (Rank: 3)	Inm						
✓ Meeting Information	Confirm Remove Course						
Drop Waitlist	Are you sure you want to remove the following item from MJC Spring 2021?						
✓ View other sections	MPEC-195: Weight Training						
	Cancel		Remove				
MPEC-195-0267: Weight Training	6pm						
✓ Planned	7000						
Credits: 1 Credits Grading: Graded Instructor: Vazquez, J	8pm						
Seats Available: 27	Sections with no m	eeting time					
 Meeting Information 	✓ MOFADM-316 Intro tr	o Microsoft Outlook Section 8960 Fac	ulty: Alavezos, K				
Register							

If you have any questions or would like to schedule an appointment for assistance, contact a Student Success Specialist.

- Phone: (209) 575-6789
- Email: mjcstudentsuccess@yosemite.edu
- Website: https://mjc.edu/studentservices/equity/studentsuccesssupport.php

Schedule an appointment with your Specialist here:

