

## DIRECTIONS: How to Withdraw a YC Course

### To Access the Student Menu

As an Early College student, you can access the menu through your Yavapai College account at [www.yc.edu](http://www.yc.edu).

1. Go to [www.yc.edu](http://www.yc.edu) and click on the yellow **MyYC** button in the top right to login.
2. Enter your username and password then click on the green “LOGIN” button.

### Drop the Course in YC System

1. In the YC Portal – Click **Register/Drop Classes**
2. Click **Register/Drop Classes** again in the next menu.
3. If you see an **Accept Terms and Conditions** page, please click through it.



[Check Registration Eligibility](#)  
View registration eligibility and pre-registration requirements.



[Register/Drop Classes](#)  
Search and register for classes; Drop classes; View and manage your schedule. NOTE: Payment is expected at the time of registration. Payment information can be found at [www.yc.edu/payments](http://www.yc.edu/payments)



[Browse Credit Classes](#)  
Looking for classes? Browse credit classes offered this semester. (Not a registration area.)

4. Select the Term and click Continue.
5. In the Registration Summary window (lower right side), find the class that you want to drop.
  - a. Using the drop down menu, select:
    - i. “Web drop - 100% refund” – *this option is only available with the add/drop deadline.*
    - ii. “Withdraw Initiated by Student”
  - b. Click “Submit” to make the change to your schedule

Registration Summary - Enrollment Questions? Call 928.776.2149						<a href="#">CLICK HERE TO PAY</a>
CRN	Subject/Course	Title	Cred	Enrollment Status	Change Enrollment Status	⚙️
33365	MUS 190, 701	Oratorio: Gems of the...	1	Registered	None	▼
33304	SPA 098, 701	Spanish in Daily Life I	1	Registered	None	▼
33305	SPA 099, 701	Spanish in Daily Life I...	1	Registered	None	▼

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18