

1. Log into your portal and click on the online registration tab at the top of the page

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Home Passwo	rd C	ourse Search	Online Registration	Admissions	Student	Student Life	Library	My Pages	
You are here: Course Search	> <u>Search C</u>	ourses > Add/Drop Cours	es > ADD/DROP COURSES > Register (Online > Course Search >	<u>Results</u> > Register	Online			
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Quick Links									
My Pages Student Printing Canvas Online Access Q Q Alert Student Quincy Colleg Waive or Purchase Hee Insurance Career Kit	♥ e Email alth	ADD/DROP Term: Add Period O, You are curre	Fall 2020 Fall 2020 Den / Drop Period Open ntly registered for 9 credits .	v					
		Add by Course Cou	Code Course Search Title Begins With > Irse Code Begins With > Term Fall 2020 partment Accounting	* *					

2. Scroll to the bottom of the page to view your current registered courses

Your Sc	hedule						
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
	ACC 101 ON 1	Accounting I-ONLINE	T 9:00 - 11:30 AM	ONLINE Online ON	3.00	Credit	Undergraduate
	<u>CSI 101 ON 7</u>	Introduction To Computers-ONLINE	M 9:00 - 11:30 AM	ONLINE Online ON	3.00	Credit	Undergraduate
	ECO 201 ON 1	Microeconomics-ONLINE	R 12:00 PM - 2:30	ONLINE Online ON	3.00	Credit	Undergraduate
Drop (<u>Click H</u>	Course(s) Iere to Pay Tuition						
<u>Click H</u>	ere to Pay Tuition						

3. Check off the box next to the course you wish to drop and click the drop course button under the list of courses.

Course Code: Begins With ♥ Term: Fall 2020 Department: Accounting Accounting ♥ Division: Undergraduate ♥ Search More Search Options Our Schedule Credit Code Title Scarch Credit Type Division Credit ACC 101 ON 1 Accounting I-ONLINE CSL 101 ON 7 Introduction To Computers: ONLINE CSL 101 ON 7 Introduction To Computers: ONLINE		Title:	Begins With 🗸					
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4. If done successfully the course that you dropped will no longer show up as one of your registered courses and you will receive a message notifying you that you have been dropped successfully.

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