

ADDING AND DROPPING COURSES

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

The screenshot shows the MYQC Campus Portal interface. At the top, there is a navigation bar with the following tabs: Home, Password, Course Search, **Online Registration** (highlighted with a red box), Admissions, Student, Student Life, Library, and My Pages. Below the navigation bar, the breadcrumb trail reads: You are here: Course Search > Search Courses > Add/Drop Courses > ADD/DROP COURSES > Register Online > Course Search > Results > Register Online. The main content area is titled 'Course Search' and features a section for 'ADD/DROP COURSES'. This section includes a 'Term' dropdown menu set to 'Fall 2020', a status message 'Add Period Open / Drop Period Open', and 'You are currently registered for 9 credits.' Below this, there is a 'Messages' section and a search form with fields for 'Add by Course Code', 'Course Search', 'Title: Begins With', 'Course Code: Begins With', 'Term: Fall 2020', and 'Department: Accounting'.

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

Your Schedule								
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division	
<input type="checkbox"/>	ACC 101 ON 1	Accounting I-ONLINE	T 9:00 - 11:30 AM	ONLINE Online ON	3.00	Credit	Undergraduate	
<input type="checkbox"/>	CSI 101 ON 7	Introduction To Computers-ONLINE	M 9:00 - 11:30 AM	ONLINE Online ON	3.00	Credit	Undergraduate	
<input type="checkbox"/>	ECO 201 ON 1	Microeconomics-ONLINE	R 12:00 PM - 2:30	ONLINE Online ON	3.00	Credit	Undergraduate	

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

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With

Term: Fall 2020

Department: Accounting

Division: Undergraduate

[More Search Options](#)

Your Schedule								
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division	
<input checked="" type="checkbox"/>	ACC 101 ON 1	Accounting I-ONLINE	T 9:00 - 11:30 AM	ONLINE Online ON	3.00	Credit	Undergraduate	
<input type="checkbox"/>	CSI 101 ON 7	Introduction To Computers-ONLINE	M 9:00 - 11:30 AM	ONLINE Online ON	3.00	Credit	Undergraduate	
<input type="checkbox"/>	ECO 201 ON 1	Microeconomics-ONLINE	R 12:00 PM - 2:30	ONLINE Online ON	3.00	Credit	Undergraduate	

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.

Messages

ACC 101 ON 1 - Successfully dropped from registration record.

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With

Term: Fall 2020

Department: Accounting

Division: Undergraduate

[More Search Options](#)

Your Schedule								
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division	
<input type="checkbox"/>	CSI 101 ON 7	Introduction To Computers-ONLINE	M 9:00 - 11:30 AM	ONLINE Online ON	3.00	Credit	Undergraduate	
<input type="checkbox"/>	ECO 201 ON 1	Microeconomics-ONLINE	R 12:00 PM - 2:30	ONLINE Online ON	3.00	Credit	Undergraduate	

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