



How to Drop a Class

- Go to the Saddleback College Website www.saddleback.edu and **log into MySite with your Student ID Number and PIN.**
- Click **My Classes.**
- Click **Add/Drop Classes** from the drop-down menu.
- Click **Add/Drop Classes** in the blue box at bottom left.
- A list of your current classes will appear. At the right of each class, the word **DROP** appears in red. **Click DROP next to the class you wish to drop.** (Be sure it's the correct one!)
- A pop-up message will appear asking "**Are you sure you want to drop this class?**" **Click "Yes".** (You must continue to the next two screens in order to complete the drop.)
- Click **Next** at bottom right.
- Click **Complete Registration** at bottom right.
- The last screen will show that you've dropped the class. You will also receive an email confirming your drop.

***Please note that Emeritus Staff cannot drop a student from a class upon request.
Students must drop their class.***