



# EMERITUS INSTITUTE

## How to Drop a Class

- Go to the Saddleback College Website [www.saddleback.edu](http://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"**
- **Log out.** You're done!

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