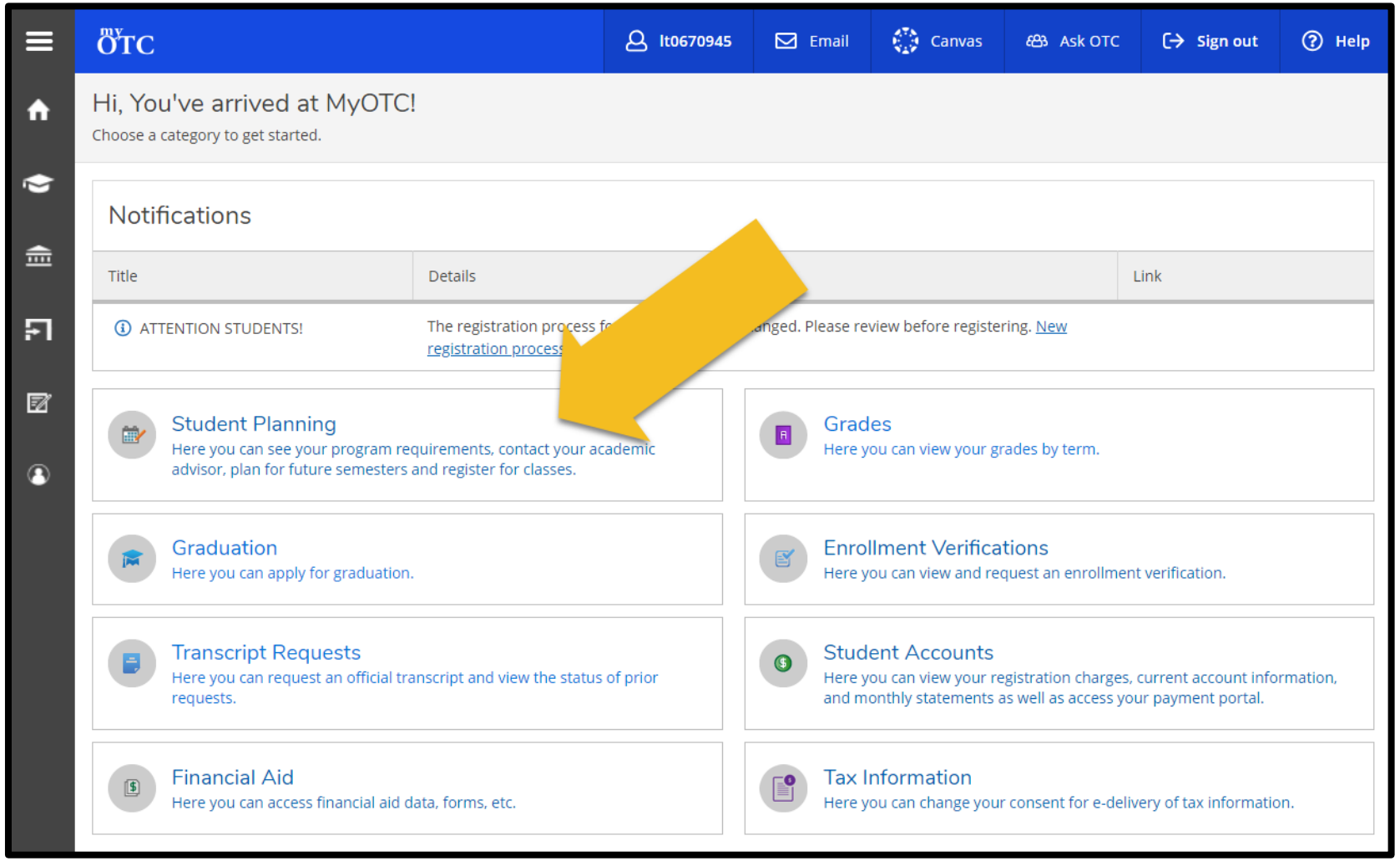
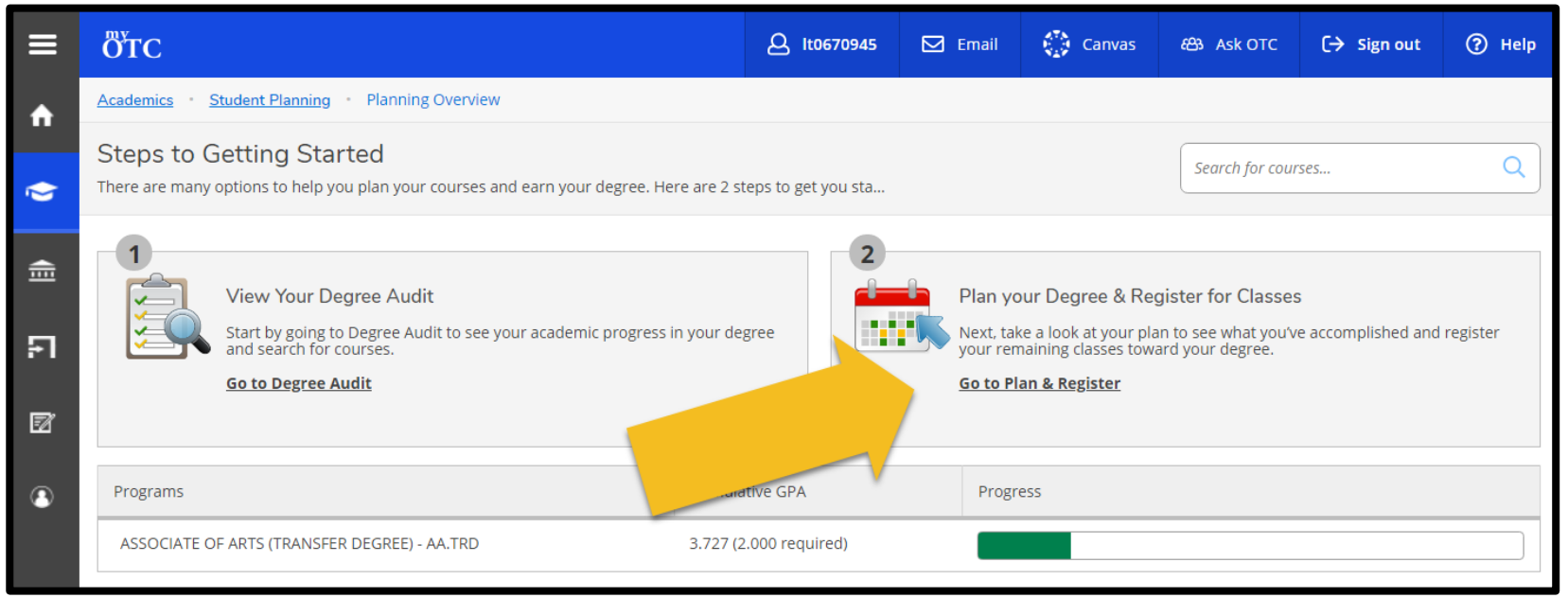
Dropping Registered Courses

1. Go to **my.OTC.edu**
2. Login using your OTC username and password
3. Select **Student Planning**



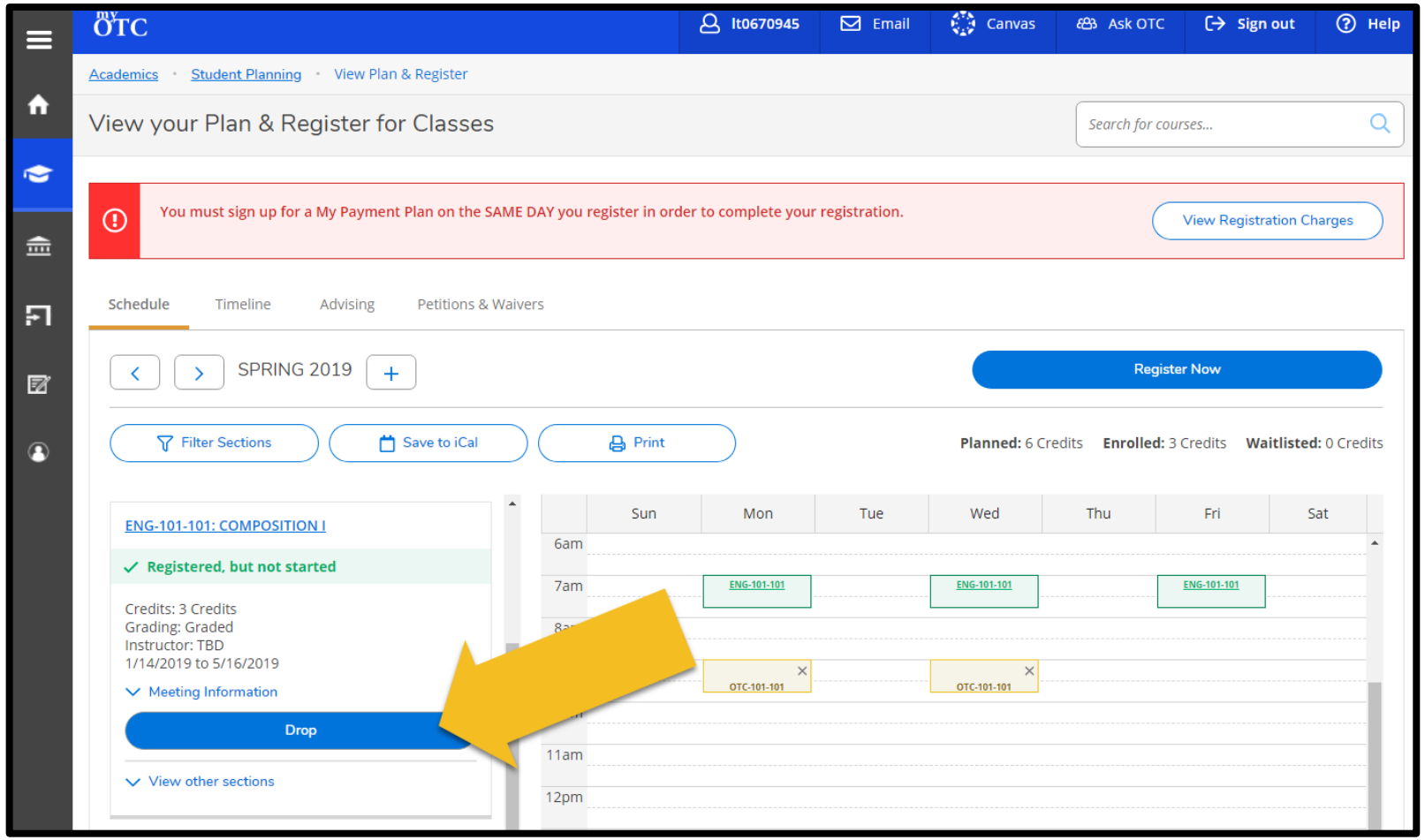
Dropping Registered Courses

4. Select **Plan Your Degree & Register for Classes**

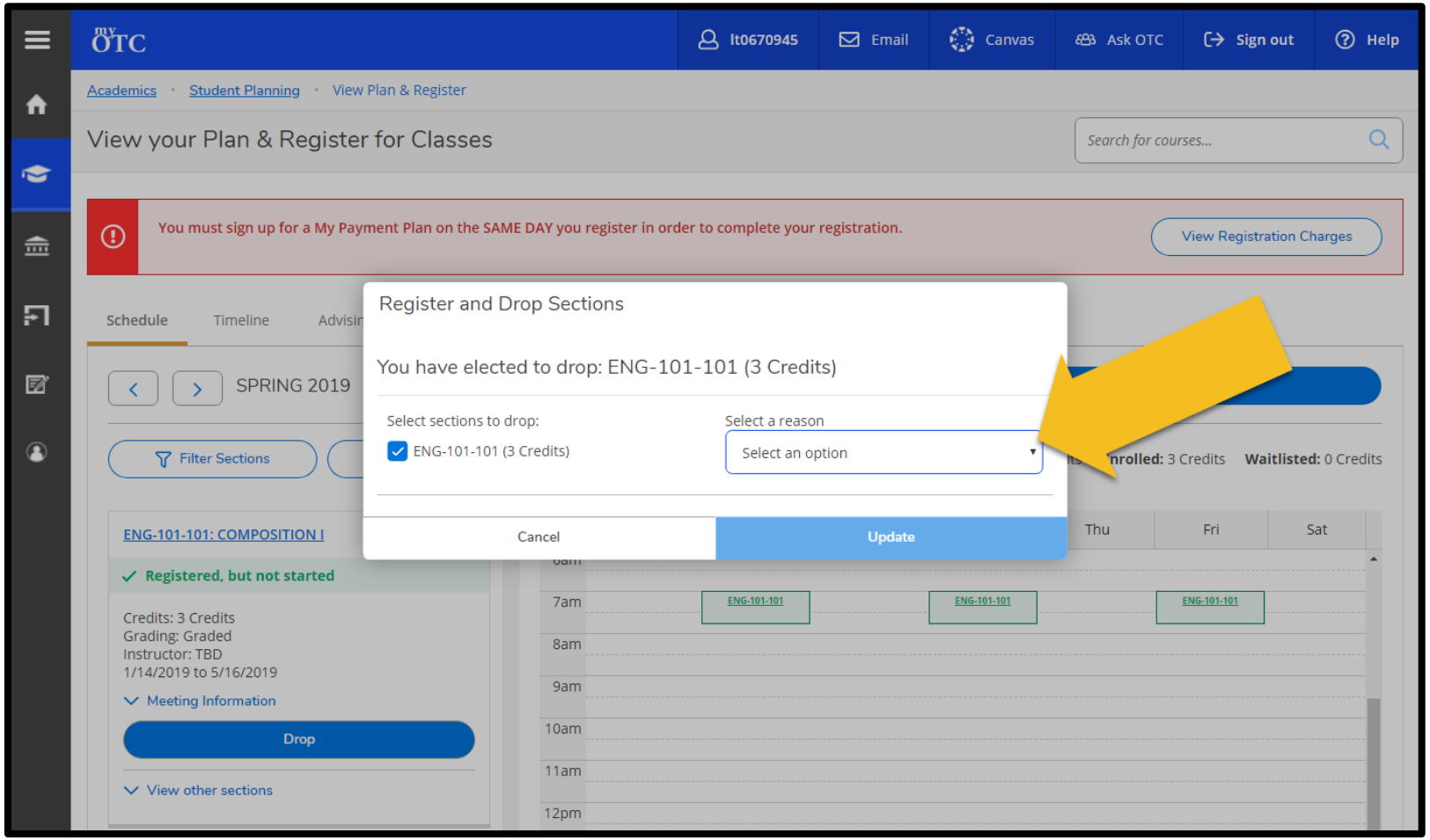


Dropping Registered Courses

5. Locate the course you intend to drop on the left-hand side of your schedule
6. Select **Drop**



Dropping Registered Courses

7. Ensure the course you would like to drop is selected and choose your reason for dropping
8. Select **Update**

REMEMBER: Dropping courses after the 100% refund deadline may impact your account balance and financial aid.