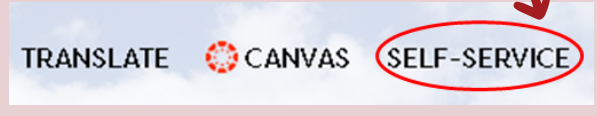
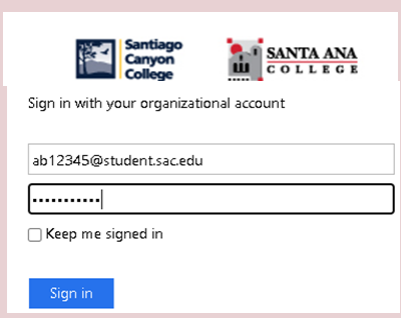


How to Drop a SAC Course

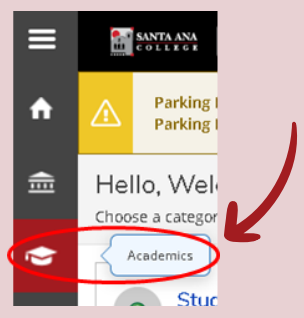
1 GO TO SAC.EDU AND CLICK ON **SELF-SERVICE** ON THE UPPER-RIGHT HAND CORNER



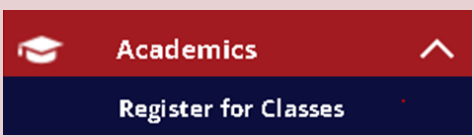
2 LOG INTO SELF-SERVICE WITH **SAC EMAIL** AND **PASSWORD**



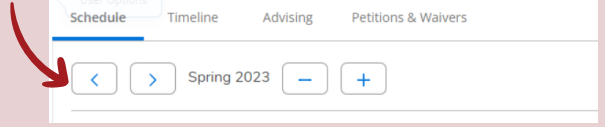
3 CLICK ON THE **GRADUATION CAP** (ACADEMICS)



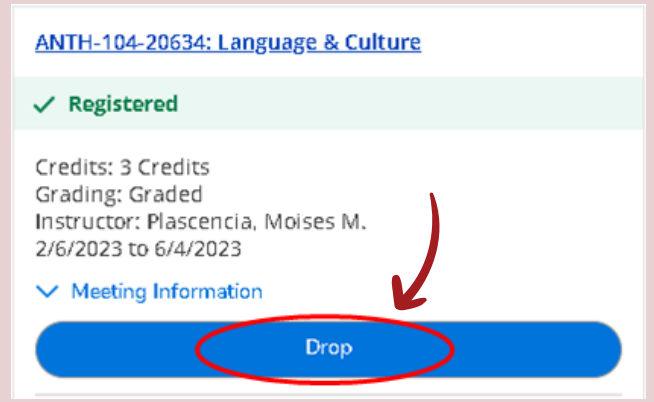
4 UNDER THE **ACADEMICS** TAB CLICK ON **REGISTER FOR CLASSES** TO VIEW THE CURRENT CLASSES YOU ARE REGISTERED FOR



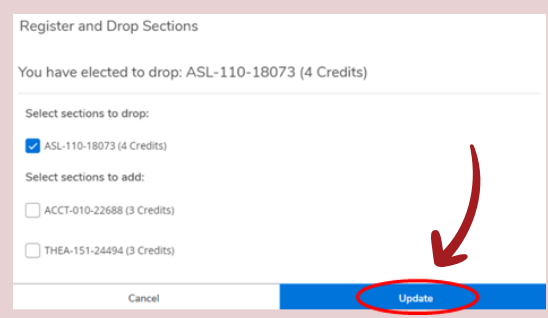
5 MAKE SURE YOU ARE **VIEWING** THE CORRECT **TERM**. IF THE TERM IS WRONG CLICK ON THE **ARROWS** TO VIEW THE CORRECT TERM.



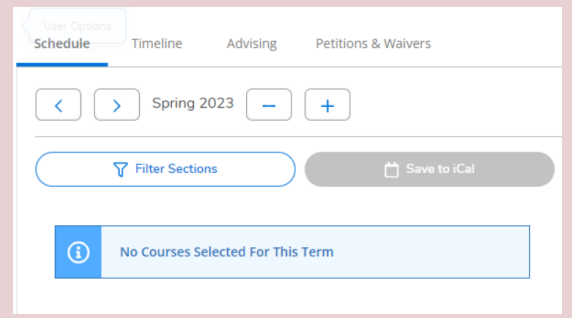
6 NOW LOOK FOR THE COURSE YOU WISH TO DROP AND CLICK ON **DROP**



7 **REGISTER AND DROP SECTIONS** MESSAGE WILL POP-UP. MAKE SURE THAT THE CORRECT COURSE IS SELECTED AND THEN CLICK ON **UPDATE**



8 ONCE YOU CLICK ON UPDATE THE COURSE WILL **NO LONGER APPEAR** ON YOUR SCHEDULE AND YOU HAVE OFFICIALLY DROPPED THE COURSE



Please refer to [Course Description](#) in [Section Details](#) on Self-Service for deadlines to:

- Drop a class with no "W" grade
- Drop a class with a "W" grade

Questions contact Admissions and Records at Adm_Records@sac.edu

For questions and/or need clarification please contact us:
Email: dualenrollment@sac.edu
Phone: (714) 564-6931