



Dropping a class on CLASS-Web







## DROPPING A CLASS ON CLASS-WEB

**Academic Pathways and Student Success (APSS)** 





• In college, you enroll in classes yourself instead of a counselor doing that for you. You will do that through <a href="CLASS-Web">CLASS-Web</a>.

- <u>CLASS-Web</u> is Chabot's student portal
  - Every college will have their own version of a student portal.
  - Student portals are where you enroll in classes, withdraw from a class, check your financial aid status, look at your unofficial transcript, etc.







### bit.ly/ChabotClass-Web

**Academic Pathways and Student Success (APSS)** 

Please enter your User ID (College-issued "W" Number) and your numeric Personal Identification Number (PIN). When finished, click Login.

- 1. Not sure what to enter? Please read What is my User ID/PIN?
- 2. If you have forgotten your PIN, enter your User ID first, then click Forgot PIN?
- 3. You have five attempts to correctly enter your User ID and PIN before your online account becomes disabled.

When you have finished using CLASS-Web, please Exit and close your browser to protect your privacy.

User ID:		e.g.	W87654321
PIN:		e.g.	123456
Login	Forgot PIN?		

#### FOR NEW USERS

User ID: W#

You can use your CCID if you forget your W#

**User PIN:** mmddyy

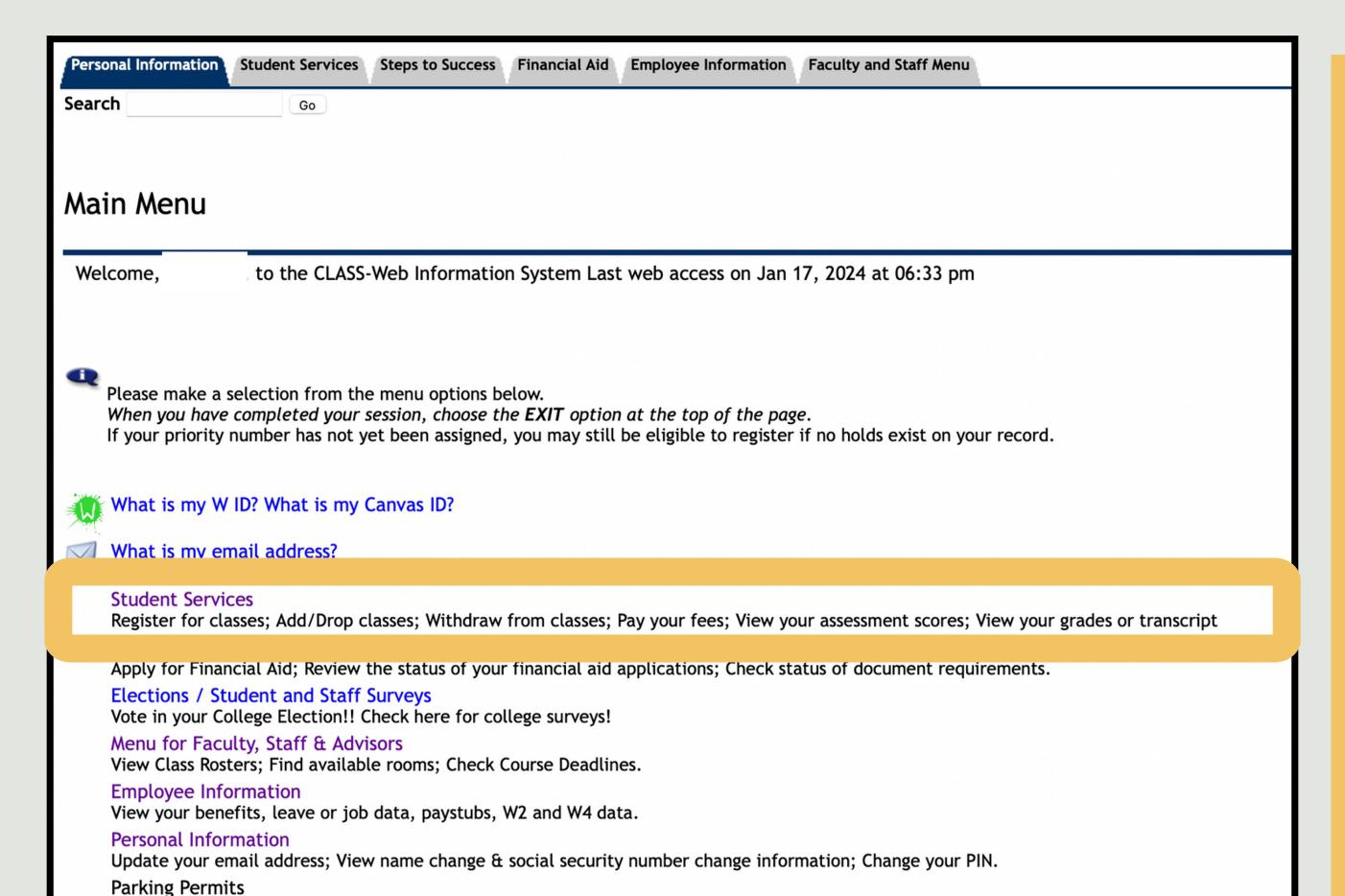
- Date of birth as digits
- Ex: If I was born on February 2, 1998, my PIN is 020298

#### FOR RETURNING USERS

User ID: W#

User PIN: The PIN you created

• If you do not know your PIN, please click "forgot PIN," or else you will be kicked out of your account .



Chabot College Parking Permits

• Las Positas College Parking Permits

## Select "Student Services"

Check Your Priority Registration Status

Registration

Add or drop classes; Withdraw from classes; Change your grading option; Display your class schedule; Pay your fees

Student Records

Pay My Fees Online

Pay your fees using Visa, MasterCard, American Express or Discover.

**DegreeWorks** 

Use DegreeWorks to map and track your progress toward graduation and completion.

- Chabot DegreeWorks FAQs, how-tos, and login help (opens in new window)
- Las Positas DegreeWorks FAQs, how-tos, and login help (opens in new window)

**Chabot Nursing Application Menu** 

**Dental Hygiene Application Menu** 

Chabot LVN-RN Program Application Menu

**Chabot English Course Selection** 

Would you like to take a transfer-level English class at Chabot College? Complete the English Informed Course Selection Learn

**Chabot Math Course Selection** 

Would you like to take a transfer-level Math class at Chabot College? Complete the Math Course Selection Learn more (opens i

**Chabot Pre-Transfer Math Courses Petition** 

Petition to Enroll in Pre-Transfer Credit Math Courses (MTH 53, 55, 122)

Las Positas English Guided Self-Placement

Would you like to take a transfer-level English class at Las Positas College? Complete the English Guided Self-Placement Learn

Las Positas Math Guided Self-Placement

Would you like to take a transfer-level Math class at Las Positas College? Complete the Math Guided Self-Placement Learn mor

Las Positas French Guided Self-Placement

Notification of Request for Incomplete

**Online Orientation** 

Las Positas Title IX Certification

**Student Resources** 

## Select "Registration"

#### Registration

Student Waitlist Step By Step (opens in new window)

#### Pass/No Pass Request (Before or After Census)

You can now make the request to change your grading option online.

#### **Check Your Priority Registration Status**

Are you ready for registration? Check here for your current priority date, holds, SSSP services completed (Orientation, Assessment, Student

Select Term

Chana to Cuasass

complete the steps to success at Las Fositas of Chapot College.

#### Add/Drop or Withdraw from Classes

Have an add number from your instructor? Use this link!

#### **Change Class Options (Before Census)**

Change the number of units for a variable unit class; change the grading option for a letter grade or credit-no credit class. This link may be please use the Pass/No Pass Request Option.

Student Schedule by Day & Time

Student Detail Schedule

**Registration Fee Assessment** 

Pay My Fees Online

Pay Fees Online by Credit Card (Visa, MasterCard, American Express, Discover)

**Check Class Deadlines** 

**Check for Open Classes** 

#### Signing up for an online or hybrid class? Find out more here!

This will provide you with additional information if you are registered into any Distance Ed (Canvas) classes.

Guided Self-Placement and Course Selection

Are you planning to register for a transfer-level English or Math class?

Be sure to complete the Course Selection or Guided Self-Placement for your College

- Chabot College
  - English Course Selection

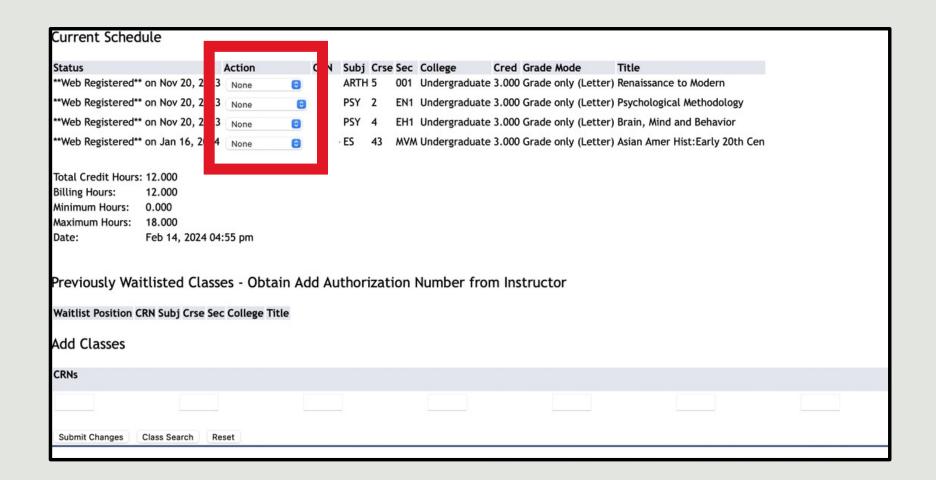
# Select "Add/Drop or Withdraw from classes"

## Select Term Select a Term: Submit RELEASE: 8.7.2.CLP © 2024 Ellucian Company L.P. and its affiliates.

Select the term that you are currently enrolled in.



#### Dropping a course



- 1) Select the drop down under Action
- 2) Select Drop with a "W/"
  - NGR Web Drop means No Grade on Record (NGR). This means you web dropped before the NGR drop date and the course will not be on your final transcript.
- 3) Last Day to Drop: Sunday, April 14, 2024





## Thank you!

- Presentation provided by the dual enrollment program at Chabot.
- Questions please email: Mito@chabotcollege.edu