

How to Drop/Withdraw from Central Lakes College Courses Online

Students may drop or withdraw from a course using eServices. Students may drop a course on eServices the first five days of the semester for courses which start at the beginning of the semester, and up to one business day after the first course meeting for courses which start after the first week of the semester.

Students who drop their courses are refunded the full amount of tuition and fees for their course, and have the course erased from their academic record. Students may withdraw from courses after drop period ends until ten business days before finals examinations begin for Fall and Spring Semester, and five business days prior to the end of the term for Summer Semester. Withdrawing from a course provides

a student with a "W" grade. A "W" grade does not affect a student's GPA, but does count against the student's completion rate, which must remain a cumulative 67% to remain in good academic standing.

Withdrawing from a course may affect your Financial Aid status. Before withdrawing from any of your courses, please contact the Financial Aid Department to determine the impact at 218.855.8025. It is usually most advantageous for the student to drop a course instead of withdraw from one. To begin the process of dropping a course or withdrawing from one, please follow the directions below.

To access eServices, please visit www.clcmn.edu and click on "eServices".

The screenshot displays the Central Lakes College website interface. At the top, a navigation bar includes links for CLC HOME, PROGRAMS & MAJORS, ADMISSIONS, E-SERVICES (highlighted with a mouse cursor), and COURSE SCHEDULES, along with a search box. Below the navigation bar is the college logo and the tagline "We build futures." The main content area features a large banner for "ONLINE COURSES" with the text "READY. SET. COMFY. Learn Anywhere. Anytime." and a "Learn More" button. To the right of the banner are several smaller promotional tiles for "ONLINE COURSES", "Anne", and "GPS LifePlan". Below the banner are three tabs: "Future Students", "Current Students", and "About the College". The "Current Students" tab is active, showing a grid of links for various services: Academics (College Calendar, Class Cancellations, Desire2Learn (D2L), Faculty/Staff Directory, College in the Schools), Admissions (Apply Now, Business Office, Financial Aid, Records & Registration, Request Information, VIP Login), Campus Life (Athletics, Bookstore, Employment, Human Resources, Library, Theatre), and Connect (Facebook, Twitter, Flickr, YouTube, Blogger). On the left side of the "Current Students" tab, there are two "Current Events" sections: "Central Lakes College Remains Open During Shutdown" and "Student Services Offices Closed On July".

- Login using your CLC Tech ID as your ID or username, and you enter your password. If you forgot your password, please contact the Records and Registration Department at 218.855.8031

- Click on Courses & Registration

- Select the View/Modify Class Schedule option

Courses and Registration

Available Options:

- [Find a Course](#)
- [Quick Add \(Register\)](#)
- [View/Modify Class Schedule](#)
- [Check Registration Holds](#)
- [Registration Window](#)
- [Registration Access Code](#)
- [Registration Log](#)
- [Course Cart](#)

Your **REGISTRATION** may be **CANCELLED** if payment requirements have not been met by the published due date. Please go to your college or university website at <http://www.dcmn.edu/businessoffice/> for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered **AT ANY MNSCU COLLEGE OR UNIVERSITY** (even if you are not actually attending the classes at that school) unless you drop/withdraw from **ALL** your classes within the withdrawal period defined in Board Policy 5.12. You will be **BILLED** for any unpaid balances unless you take these actions. [Read summary of related Board policy.](#)

International Students: full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.

- When your class schedule appears click on the Course ID (six digit ID) of the course you wish to withdraw from.

Advisor: None
Major: Non Degree Seeking Student

Click on Course ID link in the first column to drop/change a class.

Course ID/Section/Title	Credits	Non-Credit Hours	Grading Method	Instructor	Date Range	Days Times
000231 CCST 1300 99 Transition Spec [Drop/Withdraw]	2.00	0.00	Letter Grade		06/06/2011 07/29/2011	M ARR - ARR
					05/20/2011 05/25/2011	ARR - ARR

- Click on Drop/Withdraw from the drop down list. If it is within the add/drop period (first five days of each term), the course will be dropped (erased) from your record and you will have tuition refunded. If the date is after the add/drop period, you will receive a withdraw (“W”) grade. Double Check if you selected the correct course in which to withdraw. When you are ready, click “Process”

Drop A Course Or Change Grade Method/Variable Credits

Semester: SUMMER SESSION 2011

Course ID: 000231

Subject/Number: CCST 1300

Title: Transition Spec Needs

Select a function from the drop down list:

Make a selection...
Make a selection...
Drop/Withdraw
Change Grade Method
Change Variable Credits

For grading method and variable credit changes, enter an entry in one of the fields below.

If you are changing Grade Method, select a valid grade method for the course.

Grade Method:

If you are changing Variable Credits, enter credits (ex: 2.00 as 0200).
It can be changed ONLY if designated as a variable credit course.

Variable Credits:

Process

- You will then be asked to verify your request by entering your password you used to log in to eServices, enter your password and click "Process Request". Once your request is processed you are officially dropped or withdrawn from that course.

https://webproc.mnscu.edu/eservices/registration.verify_pin.html

Central Lakes College
A COMMUNITY & TECHNICAL COLLEGE

Student e-Services

- Home
- Account Management
- Courses & Registration
- Add a Course
- Click Add (Register)
- View/Modify Class
- Schedule
- Check Registration
- Fields
- Registration Window
- Registration Access
- Grade
- Registration Log
- Course Cart
- Degrees and Transcripts
- Financial Aid

Verify Password

Semester: SUMMER SESSION 2011

Review your request and enter your password for verification

You wish to...	Course...
Drop/Withdraw Course	000231

By verifying your password, you are accepting any financial obligations incurred by dropping classes.

*Enter password:

Process Request

If you are dropping after the drop date you will get a 'W'

If you are finding it difficult to drop or withdraw from a course, contact the CLC Records & Registration department at (218)855-8031 or registration@clcmn.edu