



How to drop a class

You must obtain permission before dropping a College in the High School class. Talk with your teacher and first email cihs@bellevuecollege.edu before doing so. Once you receive written permission from this email, continue with the steps below.

Step 1.

1. Login to: [CtcLink Access](#)

On the left-hand tool bar, select “Enrollment” and “Drop Classes.” You will see a list with your class or classes. Then select the class you received permission to drop by putting a check in the box on the far-right side. Then in the very upper right corner, click the drop button.

The screenshot shows the CtcLink Access interface for dropping classes. On the left, the 'Enrollment' menu is expanded, and 'Drop Classes' is selected. The main area is titled 'Drop Classes' and shows a table of classes to drop. The table has columns for CLASS, DESCRIPTION, DAYS, START, END, ROOM, INSTRUCTOR, UNITS, and STATUS. A 'Drop' button is located in the top right corner. A red circle highlights the 'Drop' button, and another red circle highlights the checkbox in the 'STATUS' column for the class 'ENVS& 100 LIN1-LEC (38110)'.

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
ENVS& 100 LIN1-LEC (38110)	Survey Environmental Science	ARR	-	-	Arranged	Christine Moran	5	☒

Step 2

If you have successfully dropped the class, you will receive a pop-up message that says, “This class has been removed from your schedule”. Click okay and you are finished.



Drop results

Drop results of 1 class for the term
SPRING 2025 > Undergraduate.

CLASS

STATUS

ENVS& 100 (38110)



Success

This class has been removed from your schedule.

OK