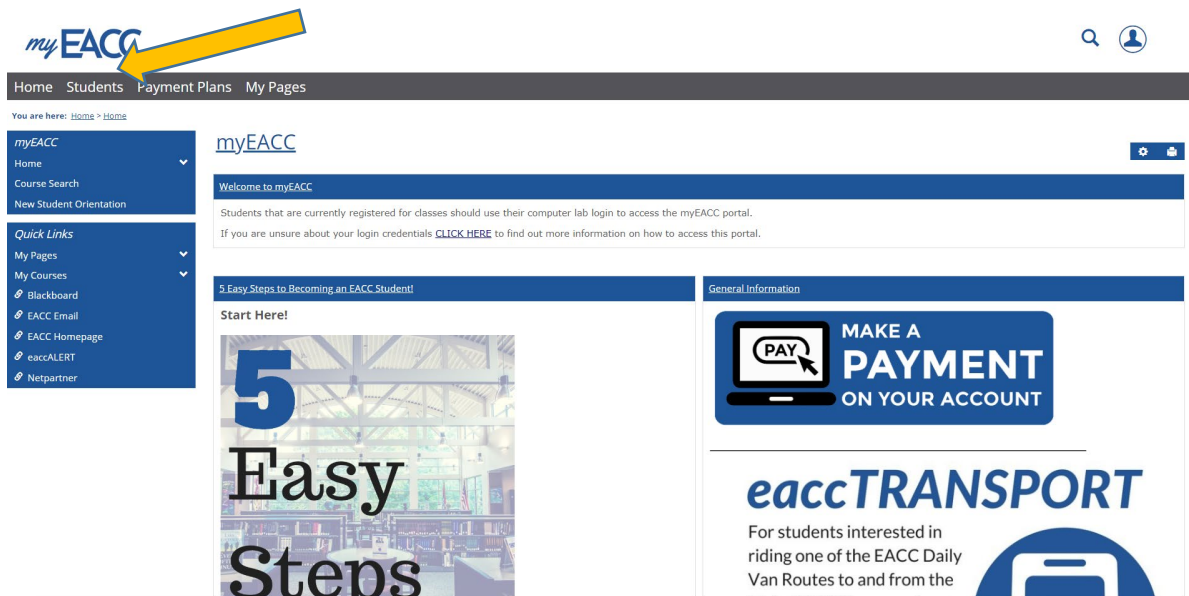


How to Drop a Course in myEACC

Step 1: Log in to your myEACC portal at <https://my.eacc.edu/ICS/> using your username and password. If you are having trouble logging in, please refer to the Student Login Manual found at https://www.eacc.edu/plugins/show_image.php?id=1574

Step 2: Once logged in to myEACC, click on the “Students” tab at the top of the portal home screen.



The screenshot shows the myEACC portal interface. At the top left is the myEACC logo. A yellow arrow points to the 'Students' tab in the top navigation bar, which also includes 'Home', 'Payment Plans', and 'My Pages'. Below the navigation bar is a breadcrumb trail: 'You are here: Home > Home'. On the left side, there are two vertical menus: 'myEACC' with links for Home, Course Search, and New Student Orientation; and 'Quick Links' with links for My Pages, My Courses, Blackboard, EACC Email, EACC Homepage, eaccALERT, and Netpartner. The main content area features a 'Welcome to myEACC' message, a '5 Easy Steps to Becoming an EACC Student!' section with a large '5 Easy Steps' graphic, and a 'General Information' section with a 'MAKE A PAYMENT ON YOUR ACCOUNT' button and an 'eaccTRANSPORT' advertisement.

Step 3: Once on the “Students” page, click on the “Add/Drop Courses” portal link found below.

Students 🔍 📄

My Course Schedule ?

Setup

Course Schedule for [View Details](#)

2019 - 2020 - Fall Semester - All Divisions

Course	Title	Meets
No Courses to display.		

Financial Aid Awards ?

Setup

Financial Aid Awards

MAKE A PAYMENT Edit Content

[Need to make a payment on your account balances? Click here to get started.](#)

MAKE A PAYMENT

ON YOUR ACCOUNT

Add/Drop Courses ?

Add/Drop

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: 2019 - 2020 - Fall Semester
Add Period Closed / Drop Period Closed

➕ [Add/Drop Courses](#)
🔍 [Course Search](#)

Step 4: Once on the “Add/Drop Courses” page, scroll to the bottom of the page to view each course you are enrolled in for the current semester. During allowable drop periods, each course will show a grey box to the left of the course name. Click the grey box for every course you wish to drop. Click all boxes for all courses to request a complete withdrawal.

Add by Course Code | **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2019 - 2020 - Spring Semester

Department: All

Division: Undergraduate

[More Search Options](#)

Your Schedule							
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
Advisor approval is required before courses are added to your schedule.							
Drop Course(s)							
Select Courses - Awaiting Advisor Approval							
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	DRA 1003 01	Theatre Appreciation	MW 9:35 - 11:00 AM	Forrest City Campus Music Building MUSIC	3.00	Credit	Undergraduate
<input type="checkbox"/>	HPR 2113 98	Personal Health & Safety	Web Based	Internet/Web/Online Student Homes NET	3.00	Credit	Undergraduate
Drop Course(s)							

[Email your advisor](#)

[My Account Info](#)