

# How to Drop or Withdraw from a Class Online

Login to [myRCC](#) and click on VCCS SIS: Student Information System.

**Before** dropping OR withdrawing from a class be sure you check the drop (refund) date or the withdraw (no refund) date, whichever applies to your situation.

- If you drop after the published refund date a “W” grade will appear on your record and no refund will be issued.
- If you withdraw after the published withdraw date an “F” grade will appear on your record

ORACLE SIS PRODUCT

Favorites Main Menu > Self Service

Main Menu >

**Self Service**

Navigate to your self service information and activities.

**Student Center**  
Use the student center to manage school related activities.

Click on the Student Center Link.

Academics

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
[Apply for Graduation](#)

other academic... [dropdown arrow] [GO]

Click the drop down arrow and select Enrollment: Drop. Then click the GO button

my class schedule || add || drop || swap || edit || term info

**Drop Classes**

Select Term

Select a term then select Continue.			
	Term	Career	Institution
<input type="radio"/>	2017 Fall	Credit	Rappahannock Community College
<input type="radio"/>	2018 Spring	Credit	Rappahannock Community College

CONTINUE

Select the term. If you do NOT have multiple terms you will automatically advance to step 4.

## 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2018 Spring | Credit | Rappahannock Community College

[change term](#)

✔ Enrolled

✘ Dropped

▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">SDV 100-01A 39206</a>	College Success Skills (Lecture)	We 12:30PM - 1:25PM	PA01-0150 Classroom	C. Tidwell	1.00	✔

[DROP SELECTED CLASSES](#)

Select the class(es) you wish to drop or withdraw from and click the Drop Selected Classes button.

## Drop Classes

1 2 3

### 3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2018 Spring | Credit | Rappahannock Community College

✔ Success: dropped

✘ Error: unable to drop class

Class	Message	Status
SDV 101	<b>Success:</b> This class has been removed from your schedule.	✔

[MY CLASS SCHEDULE](#)

The View results screen will show you if you were successful. An ✘ in the Status indicates an error in the process. To review and/or print your class schedule click on the My Class Schedule button.