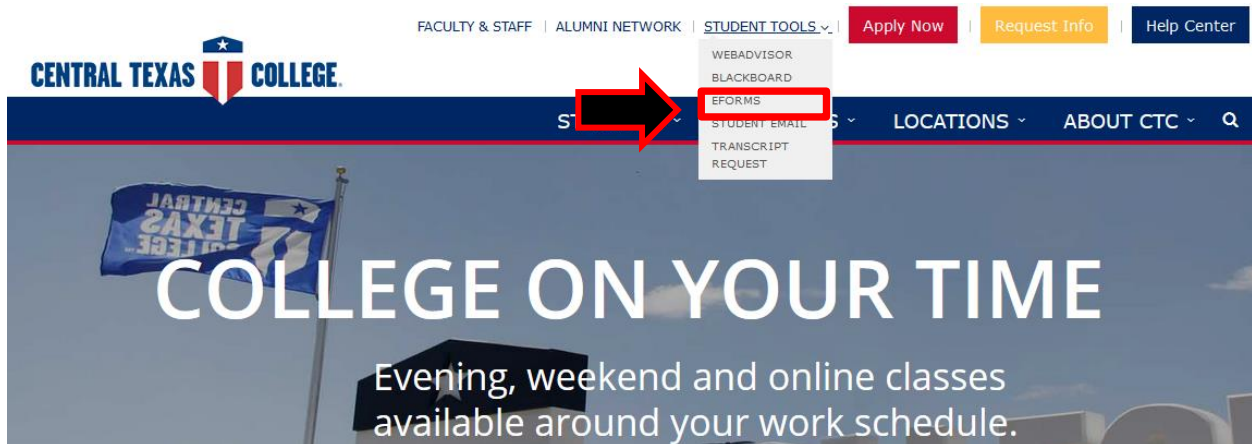


Add/Drop a Class

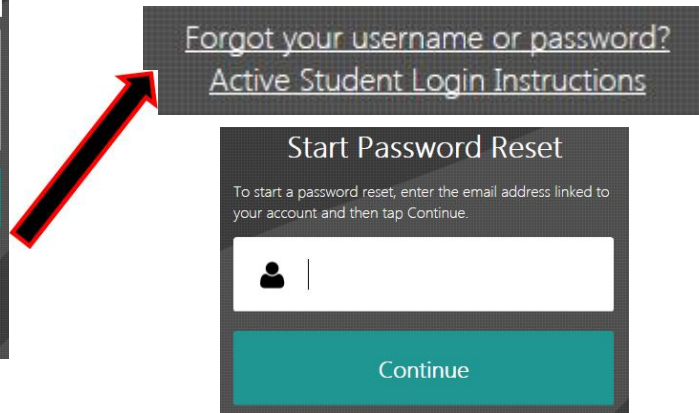
Choose "EFORMS" from the "Student Tools" drop down on www.ctcd.edu



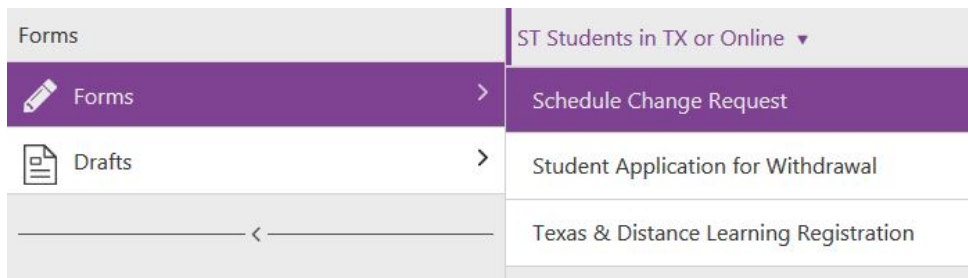
Log in.

The login page features the Central Texas College logo at the top. Below it are input fields for 'Username' and 'Password'. A 'Sign In' button is positioned below the password field. At the bottom, there is a link for 'Forgot your username or password? Need help signing in?' and an option to 'Or sign in with:' followed by Google and Microsoft icons.

1. First time logging in, click on [Forgot your username or password](#).
2. Enter primary email for CTC. If unknown, check student planning or contact the [CTC IT Helpdesk](#).
3. Follow steps for changing password.



Select "Schedule Change Request" under ST Students in TX or Online.



Select your Term and Location from the drop down menus.

Term: SPR18 Location: Distance Learning

Select the class you would like to drop from the drop down menu and select "Drop Course". Repeat this process if dropping multiple classes.

DROP CLASSES

Term Course Number Section Number Start Date - End Date	
SPR18 ITSC-2439 ITSC-2439 TD005 01/16/2018:05/11/2018	Drop Course
SPR18 ITSC-2439 ITSC-2439 TD005 01/16/2018:05/11/2018	

Clear List

Fill out precise information on the class you would like to add. Your form must have the Course Name, Number, Section Number, and Start date listed. Select "Add Row" to add additional classes.

ADD CLASSES

Name	Number	Section Number	Start Date
Biol	1406	TM003	2018-01-16
Biox	1406	TM005	2018-01-16
Math	2412	TM004	2018-01-16

Add Row

Read and accept the terms.

If you have been granted permission by the instructor, please attach documents that support your requests.

This form is manually processed and section(s) listed on this form may not reflect real time seat availability. Submission of this form does not guarantee enrollment in the course section (s) requested. You will be notified if a requested course is no longer available or if you do not meet the requirements to enroll in the course.

I request the schedule changes listed above. I agree to pay additional charges resulting from this change.

Pick the destination that applies to you and "Submit".

Comments

Destination: Central Records-Reg

Submit Attachments Download Print