Add/Drop a Class

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

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.

Log in.

Select "Schedule Change Request" under ST Students in TX or Online.
Select your Term and Location from the drop down menus.

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

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.

Read and accept the terms.

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