

How to Drop Classes in ctcLink

This guide will show you how to drop classes you've enrolled for at Peninsula College.

Note: You may want to speak with an advisor about how dropping classes will affect your financial aid or your education plan.

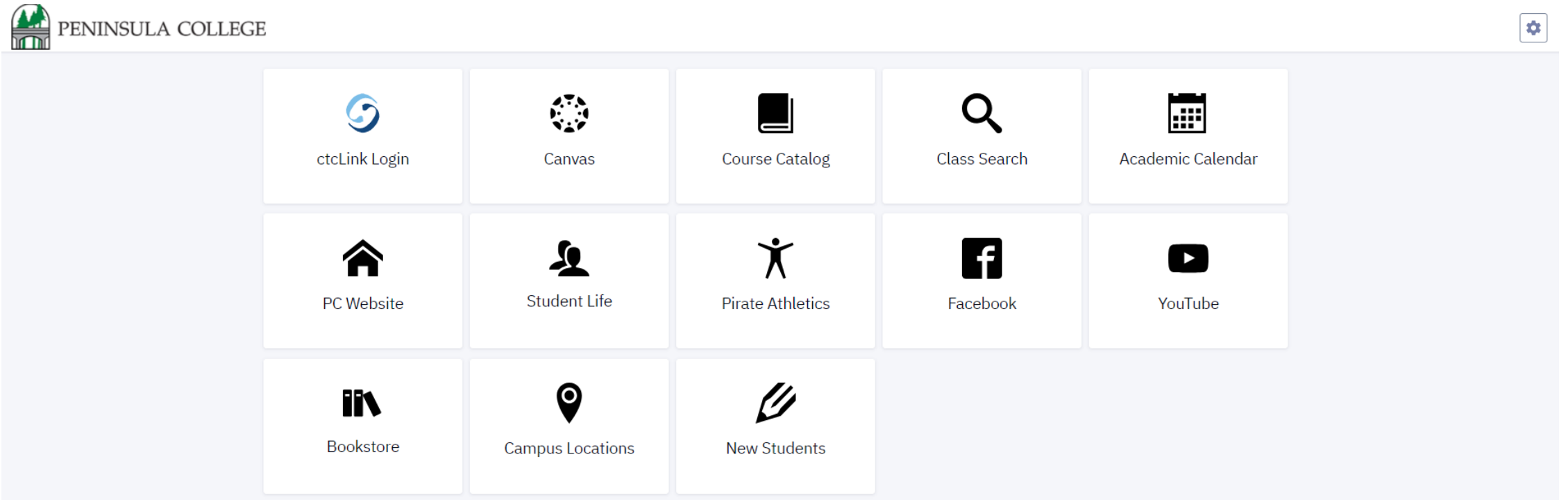


Note: You may want to speak with an advisor about how dropping classes will affect your financial aid or your education plan.



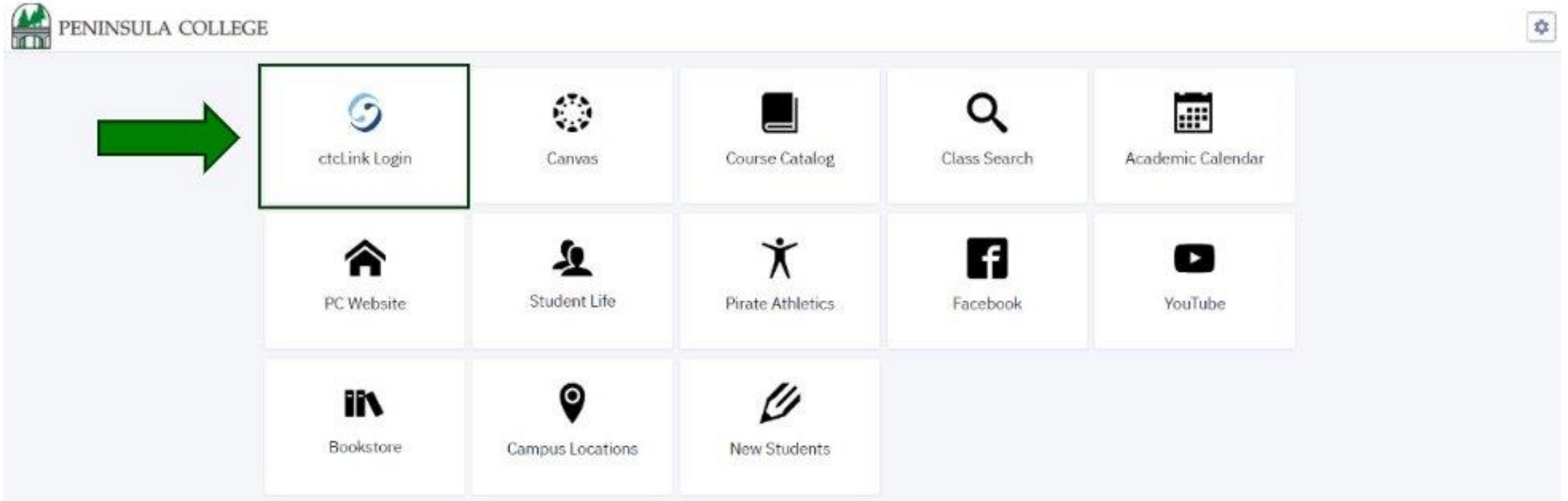
Proceed to ctcLink:

1. Open web browser and go to the [ctcLink Mobile Site](#) OR open the ctcLink app on your mobile device.



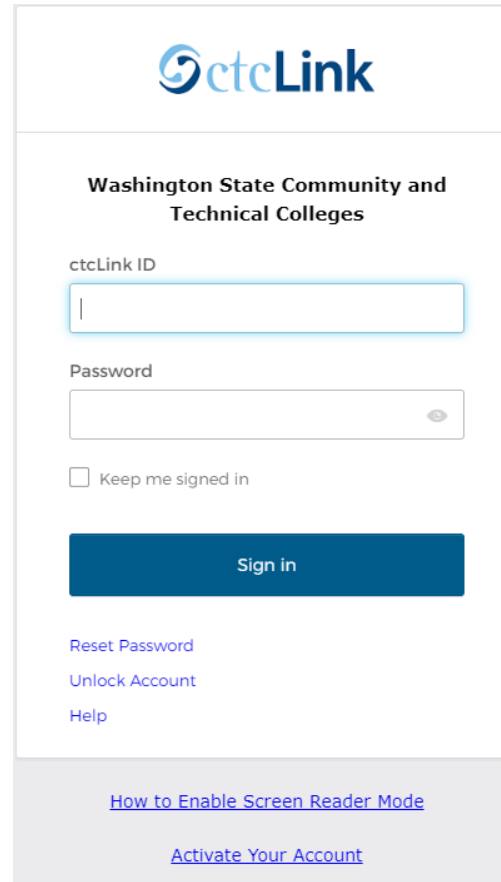
Navigate to ctLink Login Portal:

2. Select/Tap on the ctLink Login Tile.



Log in to ctcLink:

3. Log in to ctcLink.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The login form includes a "ctcLink ID" input field, a "Password" input field with a toggle icon, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the password field. At the bottom of the form are links for "Reset Password", "Unlock Account", and "Help". A grey footer bar contains links for "How to Enable Screen Reader Mode" and "Activate Your Account".

ctcLink

Washington State Community and
Technical Colleges

ctcLink ID

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

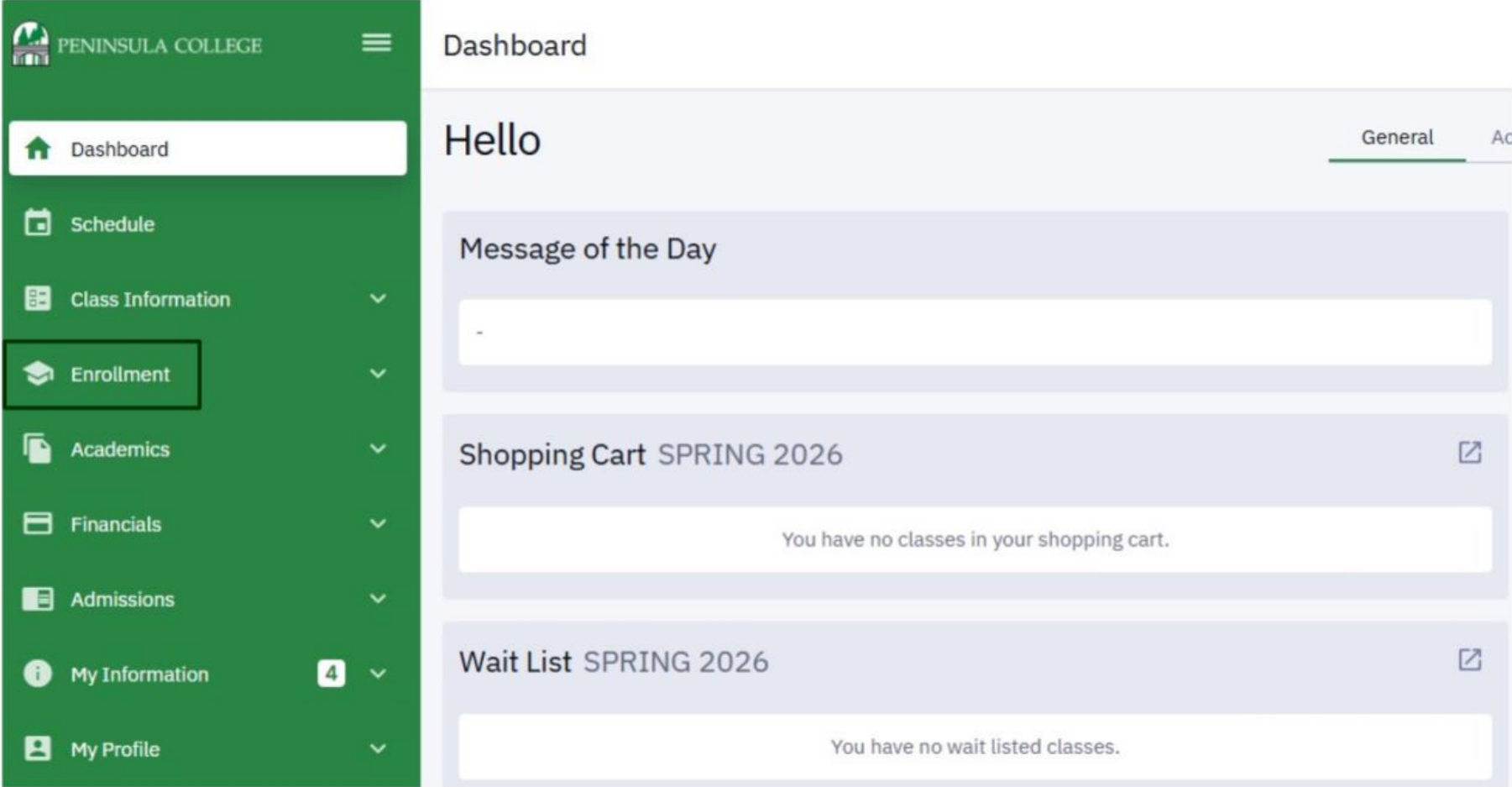
[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Expand Enrollment:

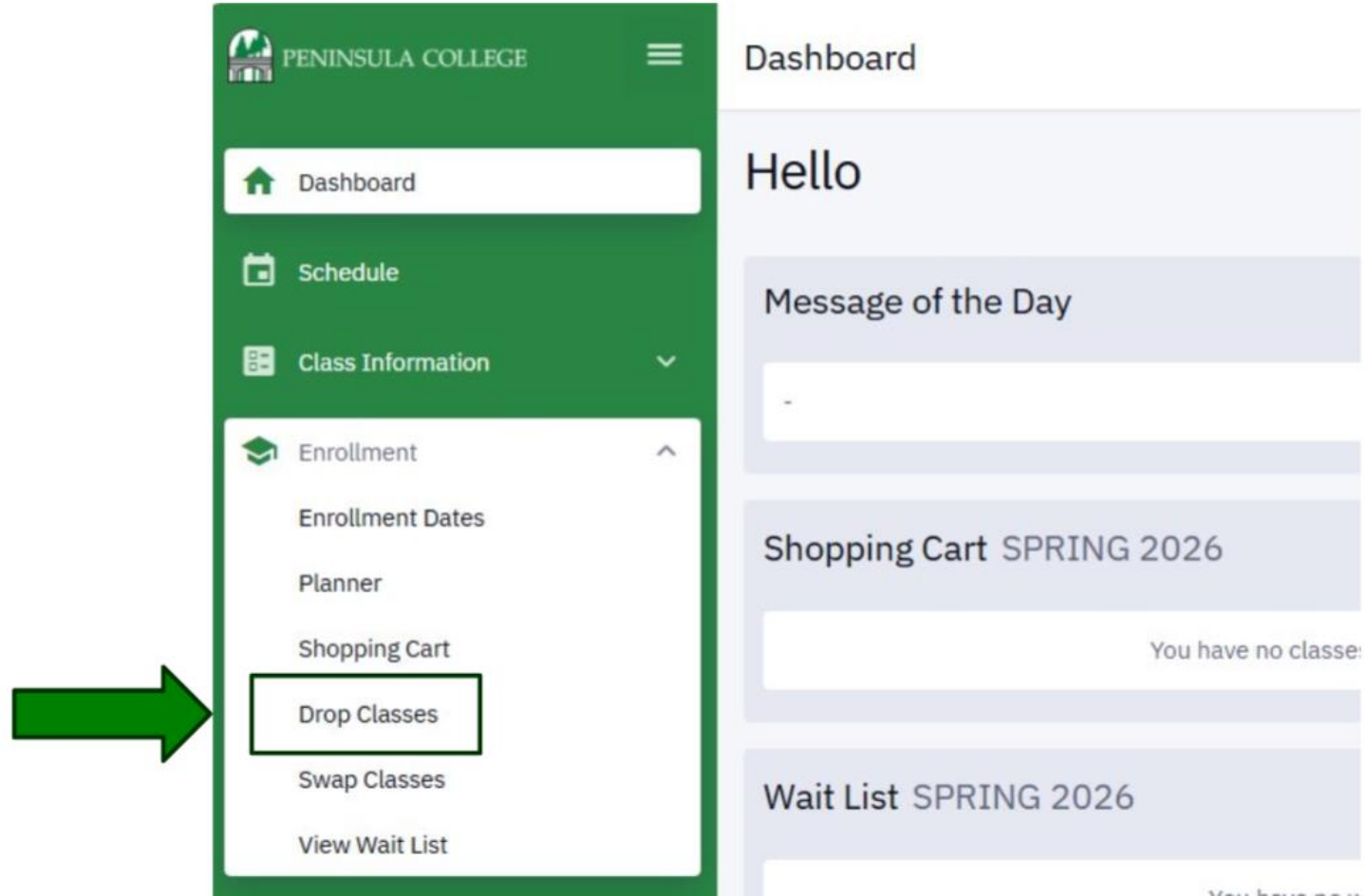
4. On the left, select **Enrollment** to expand the menu.



The image shows a screenshot of the Peninsula College dashboard. On the left is a green sidebar menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information (with a notification badge '4'), and My Profile. A large green arrow points to the 'Enrollment' item, which is highlighted with a white border. The main content area is titled 'Dashboard' and 'Hello'. It features a 'Message of the Day' section, a 'Shopping Cart SPRING 2026' section with the message 'You have no classes in your shopping cart.', and a 'Wait List SPRING 2026' section with the message 'You have no wait listed classes.'.

Select Drop Classes:

5. Select **Drop Classes** from list of options.



The image shows a screenshot of the Peninsula College student portal. On the left is a green navigation sidebar with the college logo and name at the top. Below the logo are menu items: Dashboard, Schedule, Class Information (with a dropdown arrow), Enrollment (with an upward arrow), Enrollment Dates, Planner, Shopping Cart, Drop Classes (highlighted with a black box and a green arrow pointing to it from the left), Swap Classes, and View Wait List. The main content area on the right is titled 'Dashboard' and includes a 'Hello' greeting, a 'Message of the Day' section, a 'Shopping Cart SPRING 2026' section with the text 'You have no classes', and a 'Wait List SPRING 2026' section.

Review Classes:

6. You will now see the list of classes you may drop. Review this list to determine which class(es) you'd like to drop.

Drop Classes

Term: **SPRING 2026** Enrolled Units: **11** Drop

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS	
> ART 128 1-LEC (26159)	History of Art III	ONL	-	-	Online	Michael Miller	5		<input type="checkbox"/>
> COLL 101 2-LEC (25941)	College Success	TuTh	10:20 am	11:20 am	Maier Hall E212-Main Campus	Alison Rose	5		<input type="checkbox"/>
> F A 100 1-LEC (26002)	Industrial First Aid	Su	9:00 am	5:00 pm	AH & ECDC K220-Main Campus	Erik Sundin	1		<input type="checkbox"/>

View Deadlines:

7. Select the **three dots** next to the class and then **View Deadlines** to check the academic calendar deadlines.

Drop Classes



Term: SPRING 2026

Enrolled Units: 11

Drop

Select classes to drop and then select Drop

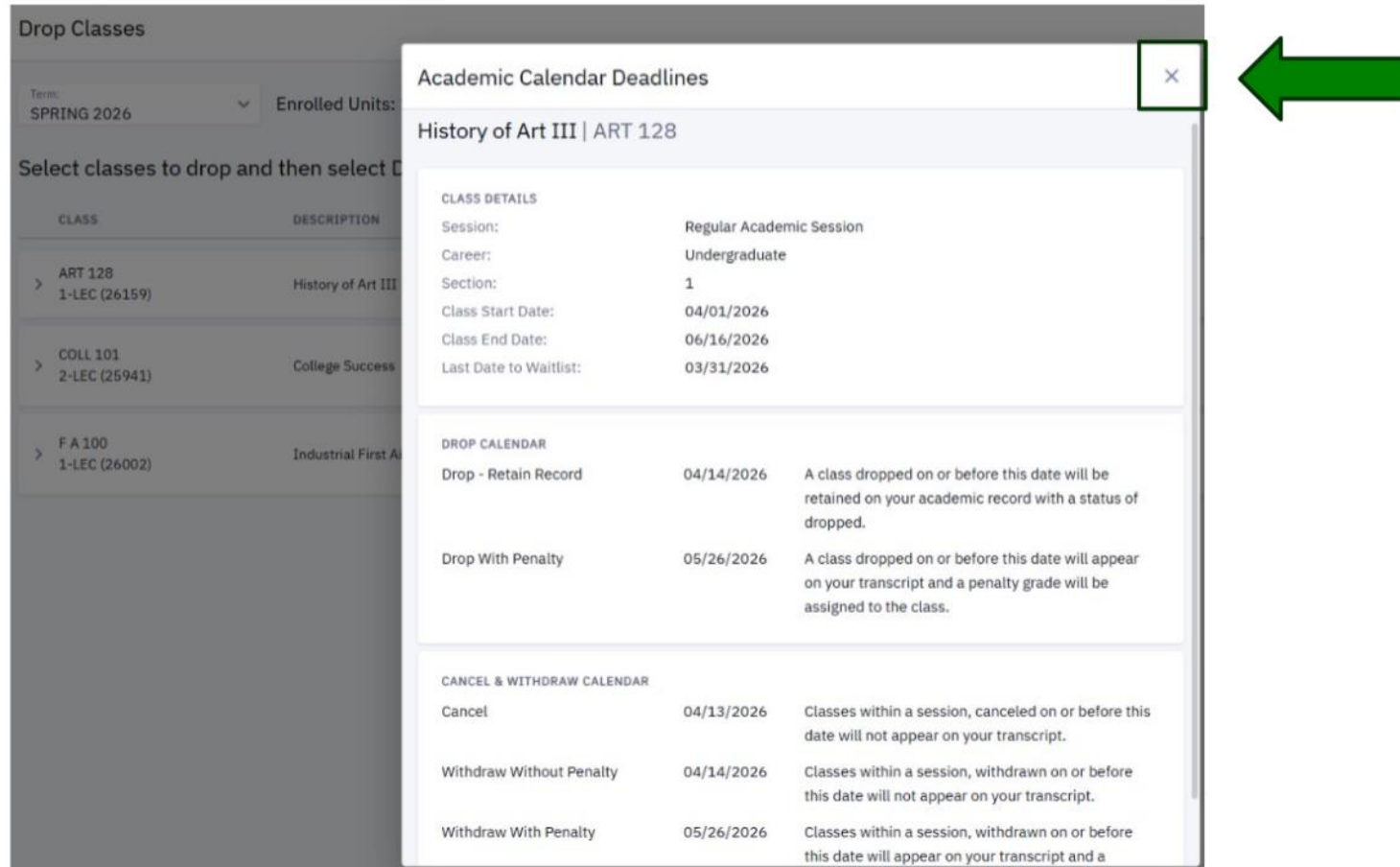
CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS	
> ART 128 1-LEC (26159)	History of Art III	ONL	-	-	Online	Michael Miller	5		<input type="checkbox"/>
> COLL 101 2-LEC (25941)	College Success	TuTh	10:20 am	11:20 am	Maier Hall E212-Main Campus	Alison Rose	5		<input type="checkbox"/>
> F A 100 1-LEC (26002)	Industrial First Aid	Su	9:00 am	5:00 pm	AH & ECDC K220-Main Campus	Erik Sundin	1		<input type="checkbox"/>

View Deadlines



Review Academic Calendar Deadlines:

8. Review the drop and withdraw impacts before dropping the class. Click **X** to close the pop up.



The screenshot shows a 'Drop Classes' interface with a pop-up window titled 'Academic Calendar Deadlines' for 'History of Art III | ART 128'. The pop-up window has a close button (X) in the top right corner, which is highlighted by a green arrow.

Academic Calendar Deadlines

History of Art III | ART 128

CLASS DETAILS

Session:	Regular Academic Session
Career:	Undergraduate
Section:	1
Class Start Date:	04/01/2026
Class End Date:	06/16/2026
Last Date to Waitlist:	03/31/2026

DROP CALENDAR

Drop - Retain Record	04/14/2026	A class dropped on or before this date will be retained on your academic record with a status of dropped.
Drop With Penalty	05/26/2026	A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.

CANCEL & WITHDRAW CALENDAR

Cancel	04/13/2026	Classes within a session, canceled on or before this date will not appear on your transcript.
Withdraw Without Penalty	04/14/2026	Classes within a session, withdrawn on or before this date will not appear on your transcript.
Withdraw With Penalty	05/26/2026	Classes within a session, withdrawn on or before this date will appear on your transcript and a

Select Classes:

9. On the right, select the class(es) you'd like to drop by adding a checkmark.

Drop Classes



Term: SPRING 2026

Enrolled Units: 11

Drop

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS	
> ART 128 1-LEC (26159)	History of Art III	ONL	-	-	Online	Michael Miller	5		<input checked="" type="checkbox"/>



Drop Classes:

10. Once you have made your selection(s), select the **Drop** button.

Drop Classes



Term:
SPRING 2026

Enrolled Units: 11



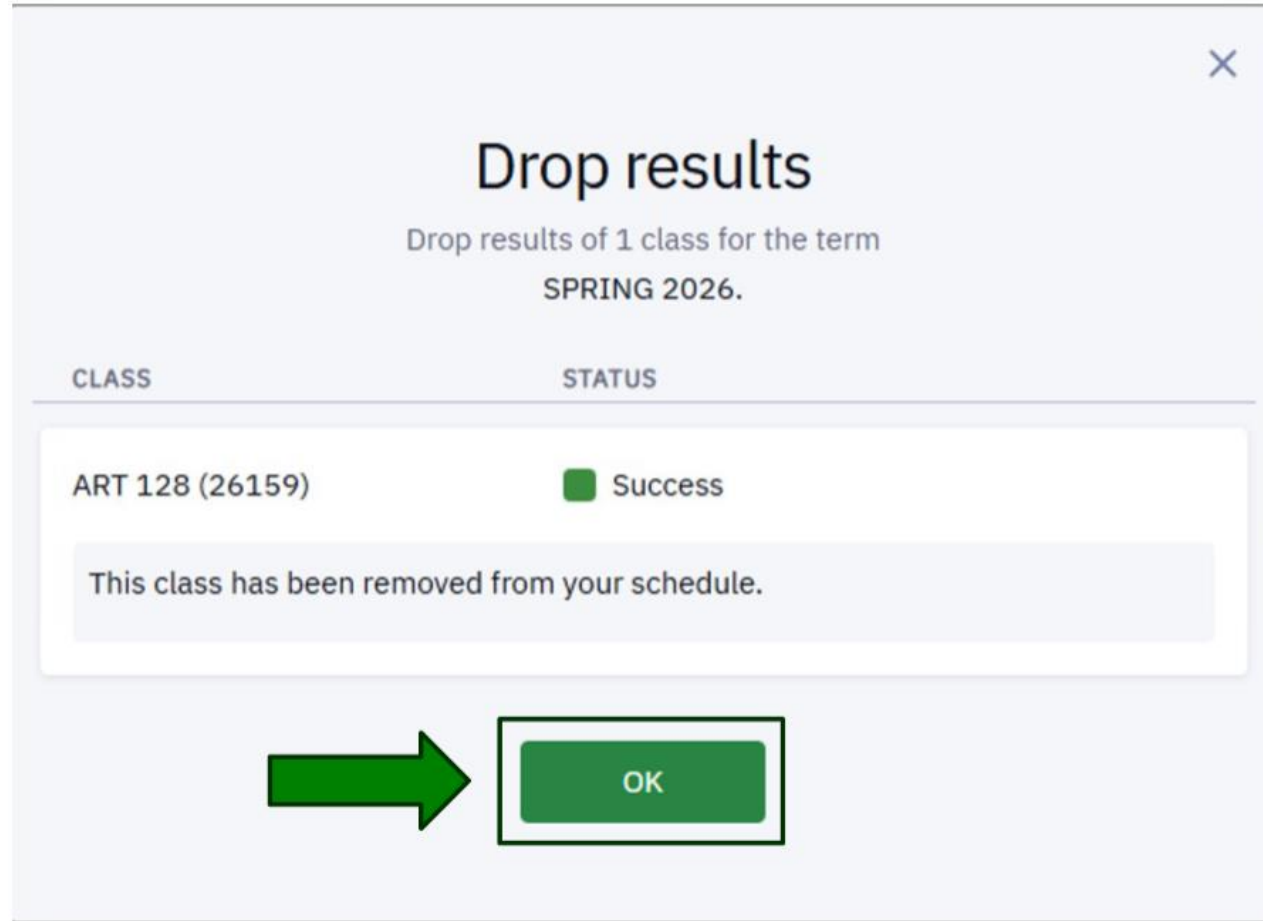
Drop

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS	
> ART 128 1-LEC (26159)	History of Art III	ONL	-	-	Online	Michael Miller	5		<input checked="" type="checkbox"/>

Drop Confirmed:

11. You will now receive a message confirming that your class has been dropped. Click **OK** to dismiss this message.



The screenshot shows a light gray dialog box titled "Drop results" with a close button (X) in the top right corner. Below the title, it says "Drop results of 1 class for the term SPRING 2026." There is a table with two columns: "CLASS" and "STATUS". The table contains one row: "ART 128 (26159)" under "CLASS" and "Success" under "STATUS". Below the table, there is a light gray message box that says "This class has been removed from your schedule." At the bottom of the dialog box, there is a green button labeled "OK". A large green arrow points from the left towards the "OK" button.

CLASS	STATUS
ART 128 (26159)	Success

This class has been removed from your schedule.

OK



Success:

12. Done! You dropped your class(es).



Enrollment Issues?

If you are experiencing issues with enrolling for classes, first try clearing your Internet browser history and try again.

If you are still experiencing issues, please contact Student Services at (360) 417-6340 or email us at studentservices@pencol.edu



If you have any questions or need further assistance, contact the IT Help Desk at (360) 417-6565 or helpdesk@pencol.edu

