

Withdrawing from a Class through Pathway

1. Go to Piedmont Technical College's website at www.ptc.edu
2. Click on "PTC Pathway" in the top right corner of the page
3. Log onto your PTC Pathway account. For help with Pathway, please contact the PTC Help Desk (864-941-8627), if needed.
4. Once you have logged into your account, click on the "Student" tab in your Pathway account
5. In the "Registration Tools" block, click "Withdraw from a Course"
6. Select the correct term from the drop-down list, then click "Submit"
7. At this point, you will see a list of the courses for which you are currently enrolled with a drop-down list under "Action" with "None" listed as the default action

You are strongly advised to meet with your advisor before registering for classes. Failure to plan your courses with an advisor could affect program completion, graduation date, and financial aid. If you continue with this registration without meeting with your advisor, you are taking responsibility for the registration and any academic and financial liability that may be created. To add a class, enter the Course Reference Number in the Add Classes section. To drop or withdraw from a class, use the options available in the Action pull-down list below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on May 01, 2015	None	30258	ENG	101	01		Technical Education 3.000	Standard Letter Grade	English Composition I	
Registered on May 01, 2015	None	30810	SPC	205	80		Technical Education 3.000	Standard Letter Grade	Public Speaking	
Registered on May 01, 2015	None	30044	ART	101	80		Technical Education 3.000	Standard Letter Grade	Art History and Appreciation	
Registered on May 01, 2015	None	31152	MUS	105	81		Technical Education 3.000	Standard Letter Grade	Music Appreciation	

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 28, 2015 10:59 am

8. Click the drop-down arrow for the class you are withdrawing from, then choose the appropriate reason.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on May 01, 2015	None	30258	ENG	101	01		Technical Education 3.000	Standard Letter Grade	English Composition I	
Registered on May 01, 2015	None	30810	SPC	205	80		Technical Education 3.000	Standard Letter Grade	Public Speaking	
Registered on May 01, 2015	None	30044	ART	101	80		Technical Education 3.000	Standard Letter Grade	Art History and Appreciation	
Registered on May 01, 2015	Withdrawn-Personal	31152	MUS	105	81		Technical Education 3.000	Standard Letter Grade	Music Appreciation	

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 28, 2015 1

None
Withdrawn-Difficulty Level
Withdrawn-Illness
Withdrawn-Job Conflict
Withdrawn-Financial
Withdrawn-Course Not Needed
Withdrawn-Other
Withdrawn-Personal
Withdrawn-Transportation



9. Repeat this action for all courses from which you would like to withdraw
10. Click "Submit Changes", and the Student Records Office will process the withdrawal
A student will not be able to withdraw from the last class through Pathway until after 60% of late term is complete. This date for each semester can be found in the Student Calendar and Handbook.