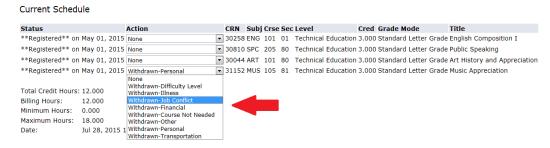## Withdrawing from a Class through Pathway

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

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

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.