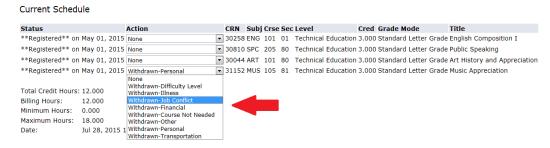
## Withdrawing from a Class through Pathway

- 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"
- At this point, you will see a list of the courses for which you are currently enrolled with a dropdown 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 humber in the Add Classes section. To drop or withdraw from a class, use the options available in Action pull-down list below. Current Schedule Status Action CRN Subj Crse Sec Level Cred Grade Mode \*\*Registered\*\* on May 01, 2015 None ■ 30258 ENG 101 01 Technical Education 3.000 Standard Letter Grade English Composition I
■ 30810 SPC 205 80 Technical Education 3.000 Standard Letter Grade Public Speaking \*\*Registered\*\* on May 01, 2015 None \*\*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 Minimum Hours: 0.000 Maximum Hours: 18.000 Submit Changes Reset

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.