

# How to access the Add/Drop/Withdrawal Form

- Login to your MyEagle Portal (<https://myeagle.ntcc.edu>)
- Click on the “Student” tab
- Find the “Forms” button
- Under “Academic Forms,” Click the “Add/Drop/Withdrawal” link

You will need to indicate if you are adding a class or dropping it or if you’re doing a complete withdrawal. When completing this form, be mindful of the semester you choose. This informs us on the semester you would wish to take the course.

- Fall classes are offered from the end of August to December.
- December-Mini are classes offered over Christmas break.
- Spring classes are offered from mid-January to mid-May.
- May-Mini courses are offered over two and a half weeks at the end of May.
- Summer I classes are offered throughout the month of June.
- Summer II classes are offered throughout the month of July.

The screenshot shows a web form titled "Add / Drop or Full Withdrawal?". It includes a "Semester:" dropdown menu with options: "-- Please Select --", "Fall", "December Mini", "Spring", "May Mini", "Summer I", and "Summer II". There are also text input fields for "Reason for Drop/Withdrawal" and "Student Information" (Last Name, Email).

- Once you complete that section of the form, you will be able to choose what class you would like to add or drop. When doing so, please be sure to include all **4 components of the course code**.

#### Course Information:

\* Select Add or Drop. Please enter full course code (all 4 components). If you are unsure of the course code, please click [HERE](#) to search for the course.

The screenshot shows the "Course Information" section with a table of dropdown menus for "Add Course" and "Action" for up to five courses. An example course code "ENGL-1301-083-FE" is entered in the "Course #1" field.

Select ADD or DROP	Then provide course ID ----->	Example: ENGL-1301-001-TR
Add Course	Course #1:	ENGL-1301-083-FE
Action	Course #2:	
Action	Course #3:	
Action	Course #4:	
Action	Course #5:	

\*If you don't list all 4 components of the class you wish to add, your form may be rejected.\*

- Be sure to monitor your **student email** and your **MyEagle portal** for any schedule changes.