How to Drop a Class

Step 1: Login to myTyler using your username and password
Step 2: Select “VCCS SIS: Student Information System” from the welcome page

My Tools

Blackboard
VCCS SIS: Student Information System
VCCS HR: Human Resource System
VCCS AIS: Administrative Information System
Gmail
Library Services
Virginia Education Wizard
Compass Test Info
View My Information
Change My Password

Step 3: Select “Self Service”
Step 4: Select “Student Center”

Step 5: Select “Enroll”

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.
Step 6: Select the appropriate term and click “Continue”

Select Term

Step 7: Select the “Drop” tab

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.
Step 8: Select class(es) to drop and select “Drop Selected Classes”

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2012 Spring | Credit | John Tyler Community College

Drop Classes

Step 9: Confirm class selection and select “Finish Dropping”

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.
Step 10: View confirmation that your class has been removed from your schedule

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 195</td>
<td>Success: This class has been removed from your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>

2012 Spring | Credit | John Tyler Community College

MY CLASS SCHEDULE