

How to DROP Courses:

1. On the main UTC webpage, www.utc.edu, click the "My MocsNet" link located near the top right-hand corner of the page.
2. You will be prompted to enter your UTC ID and password. Click the "Go" button when fields are completed.
3. To register for Fall 2010 classes (and later), click the Academics tab. To register for Summer 2010, click the Student Information link within the Summer Business box (center of page) and follow the prompts.
4. Under the Registration Tools heading, click the "Add or Drop Classes" link.
5. Click the "Select Semester or Term" link.
6. Select a term from the drop-down box: "FA2010". Click the "Submit" button.
7. Enter your Alternate PIN in the field provided. The Alternate PIN is your Advisement Code. Click the "Submit" button.
8. Your Current Schedule will be displayed. Identify the courses (CRNs) that you would like to drop.
9. Next to the appropriate CRN (for example, 40152), select "Web Drop" from the Action drop-down box. Click the "Submit Changes" button at the bottom of the screen.
10. The dropped course should no longer be visible on your Current Schedule.
11. Click the "RETURN TO MENU" link at the top right-hand corner of the screen. You will be returned to the Registration Menu. To confirm the drop, click the "My Registration History" link, and review.