How to Drop Classes using my>NTC

www.ntc.edu

Step 1

Step 2
Click “my>NTC.”

Step 3
Sign in.

User ID:
9 digit NTC student ID number

Password:
first two letters of first name, first two letters of last name, last four digits of social security number

System maintenance schedule: my>NTC is unavailable on Tuesday mornings between 5:30 a.m. and 7:00 a.m.
Step 4
Click “Enroll Online.”

Step 5
Click “View My Class Schedule.”

If Prompted: Confirm address information. Then click “Enroll in a Class.”

If Not: Proceed to Step 6

Address Verification

Please confirm your mailing address on file with NTC. A current mailing address is required for class registration and financial aid processing. When updating your address, please enter in proper upper and lower case.

Current primary mailing address on file:
Address Line 1: 123 XYZ Street
Address Line 2:
City: Wausau
County: WI
Zip: 54401
Country: USA

Is this mailing address correct?

- Yes, this address is correct
- No, it needs to be updated

Address Verification
Save Confirmation

- The Save was successful.
  Thank you for verifying your address!
Step 6
Select the appropriate term (aka semester).

Step 7
Determine “Career” based on course number

Post Secondary:
Refers to program courses that award credit and can be applied toward your degree. Course numbers (XX-XXX-XXX) start with 10, 20, 30, 31, 32, and 50.

Continuing Education:
Refers to non-program courses that focus on occupational skills or provide self-enrichment. Classes are usually shorter term and cost less than post secondary (credit) classes. Course numbers (XX-XXX-XXX) start with 42 or 47.

Step 8
Click “Continue.”
Step 9
Click “drop.”

Step 10
Select the classes you wish to drop.

Step 11
Click “Drop Selected Classes.”
Step 12 Confirm the appropriate class is selected.

Step 13 Click “Finish Dropping.”

Step 14 Review “Status.”

Step 15 Read messages to confirm changes.

Step 16 View “My Class Schedule.”