How to Drop or Withdraw a Course in Navigate

Drop a Course
It is important to know the difference between dropping and withdrawing from a course. When you register for a course and decide that you do not want to take the course, then you will need to drop the course. This can be done before the course begins or within the drop period time frame. If you paid for the course, you could receive a full refund for those charges. On the other hand, if you wait past the drop date, you will need to withdraw from the course. When you withdraw from the course, you are still responsible for the financial aspect and a withdrawal goes on your transcript as a grade of "W". This can affect financial aid eligibility, so it is always best to drop a course rather than withdraw from it.

When you are going to drop a course, make sure to be within the drop deadline.

- To ensure this, go to tridenttech.edu and click on calendars
- Scroll down on the TTC Calendars and choose appropriate Academic Calendar
- Scroll down to the Term you are registered for: Look for the last date to drop a Class

Withdraw From a Course
After the drop deadline, you will need to withdraw from the course to stop attending it and to keep yourself from receiving a failing final grade. You can withdraw all the way until the final day of the class. When withdrawing from a course, a withdrawal or grade of "W" will show up on your transcript from TTC, but it is not a failing grade, and it does not affect your grade point average (GPA).

Why Would You Need to Withdraw from a Course?

- You may be struggling academically with a course, and you do not want to obtain a final grade of "F".
- You may have something come up in your life that will keep you from finishing the course.

What should you consider before withdrawing from a course?

- It may still be possible for you to pass your course, talk to your instructor to see if this is the case.
- Withdrawing can affect your financial aid. It can count against your completion rate for financial aid satisfactory academic progress (SAP). You should contact the Financial Aid office before you withdraw to understand how you will be affected.
- Consider talking to your Navigator or Advisor to discuss how withdrawing from a course will affect your progress through your program of study.

When you are going to Withdraw from a course, make sure that you are within Withdraw from a course deadline.

- To ensure this, go to tridenttech.edu and click on calendars
- Scroll down on TTC Calendars and choose appropriate Calendar
- Scroll down to the Term you are registered for: Look for the last day to Withdraw

Drop or Withdraw from A Course in Navigate

Step 1: Login to Navigate

1. Go to www.tridenttech.edu and select TTC Portal at top of homepage or type my.tridenttech.edu
2. In the portal homepage select link to Navigate
3. Login using the same TTC credentials as student portal
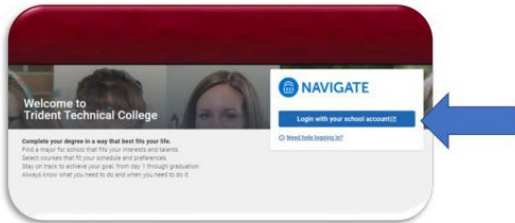
Portal Login Information:
Email: firstlastname@my.tridenttech.edu
Password: AA######$(#=last 6 digits of social security number)

For assistance logging into portal contact:
IT Customer Service Center
843-574-6801
helpdesk@tridenttech.edu

NOTE: Course planning and registration cannot be done using the Navigate App.

Google Chrome Browser on a computer or tablet is recommended

Step 2: If you plan to Drop or Withdraw from a Course select the following links for instructions.

➢ Drop A Course

➢ Withdraw A Course

Step 3: Contact The Hub if you have trouble dropping or withdrawing from a course.

The Hub, Building 500
Thornley Campus
843-574-6436
thehub@tridenttech.edu