How to Drop or Withdraw from a course from your student portal

1. From https://www.pikespeak.edu/ - in the top right corner, select "Login"
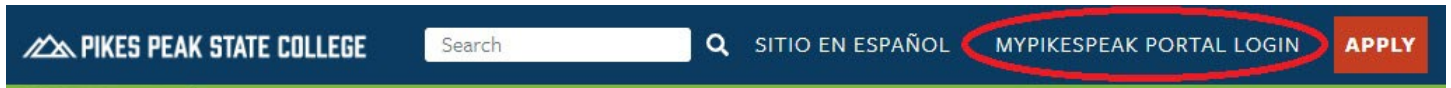

2. Log in using your student number including the capital S and the minimum 14 character password you created

3. Once you are logged into the portal, select the Student tab
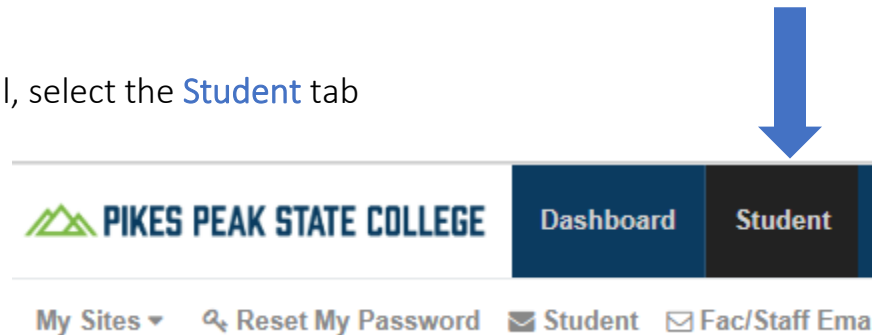
4. In the **Registration Tools** box, select **Add or Drop Classes**.

5. A new window will pop up. Select the current term you want to drop/withdraw from and click "Submit"

<div align="center">

Registration Hold

If there is a hold on your account, you will not be able to access the current semester to withdraw from the course. Please contact High School Programs at 719-502-3111 or hsp@pikespeak.edu as soon as possible.

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6. Your current schedule should appear with drop-down boxes located next to each course. The Status column states your current course status: currently registered, dropped, or withdrawn.

Add or Drop Classes

Current Schedule

Status	Action	C
Web Registered on Mar 20, 2017	None ▼	2
Web Registered on Mar 20, 2017	None ▼	2
Web Registered on Mar 20, 2017	None ▼	24

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 19, 2017 09:50 am

7. Go to the course you want to withdraw from, click on the drop-down box and select "Drop Web" or "Web Withdrawn-Graded-No Refund"
   - The available selection will depend on whether you are dropping the course before the drop date or withdrawing from the course.

8. Once Drop or Withdraw is selected, scroll down and click on Submit Changes to confirm your removal from the course.

9. Once you have withdrawn from the course, your course status should say **Web Withdraw** in your portal

Student Account Payment Agreement

- If you have not registered for a course in more than 12 months, please check your Registration Status before you continue. If your status is Inactive, you will not be able to register until you submit an Application.
- To apply for the College Opportunity Fund (COF) stipend, please click here.
- To authorize the COF stipend, please click here.
- To search for a class, click on the Class Search button.
- You must click the "SUBMIT CHANGES" button to record all changes.
- To add a class, enter CRN in the Add Class box below and click "SUBMIT CHANGES".
- To drop a class:
  - Read important financial aid information.
  - Click on action menu next to the CRN.
  - Select "DROP WEB" and click "SUBMIT CHANGES". If no options appear, it is not available.
- Click on View Detailed Student Schedule link to print a copy and confirm your registration.

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

[View Holds | Billing Statement]

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