

Drop a class in Navigate Using Your Laptop or Desktop Device

Google Chrome is the preferred browser

1. Login to your Navigate application located in your myLCCC portal.

Once there, you should see your home screen that has important reminders and messages that will help you stay on track toward your academic goals. Pay special attention to the "Planner" menu option (circled) at the top of the screen. This is where your Academic Plan is housed and can be maintained throughout your time at LCCC.

2. Press on the "Planner" menu option *circled below*.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore **Planner**

Home
To-Dos and Events
Appointments
Study Buddies
Resources
Messages
Holds
Class Schedule
My Major
Settings

Hey Purple,
You've got a few things going on today.

Tue, Oct 6 Refresh + Add Reminder

You have 9 important to-dos for today
Check them out View Details

3. After you have selected the planner option, you should see your academic plan, including the courses you are already registered for. You can use this template to plan your classes, plan from scratch, or create a custom template. For various instructions, please reference the other video tutorials and related PDFs.
4. To drop or waitlist for a course, press **View/Edit Schedule** circled below.

Current and Upcoming Terms

☰ Spring Semester 2021

Term Status: Registration Open

Time Selected (Not Yet Registered)

- ☰ MATH*1400 College Algebra
Complete MATH 1400
- ☰ PSYC*1000 General Psychology
Complete the followign courses:: PSYC*1000
- ☰ ZOO*2010 Anatomy and Physiology I
Complete ZOO 2010 or ZOO 2015
- ☰ COMM*2010 Public Speaking
Complete the following courses:: COMM*2010
- ☰ ENGL*1010 English Composition I
Complete the following courses:: ENGL*1010

View / Edit Schedule 16 - 18 Credits

5. Once on the registration screen, you will scroll down on the righthand side underneath the calendar until you see your list of registered courses. Here you will see a three-bar menu, ***circled below***, where you find the option to drop the course.



6. As a reminder, if you want to drop all of your courses for the semester, you will need to contact your academic advisor. **You can schedule an appointment with your advisor through Navigate or by calling 307.778.1214.**