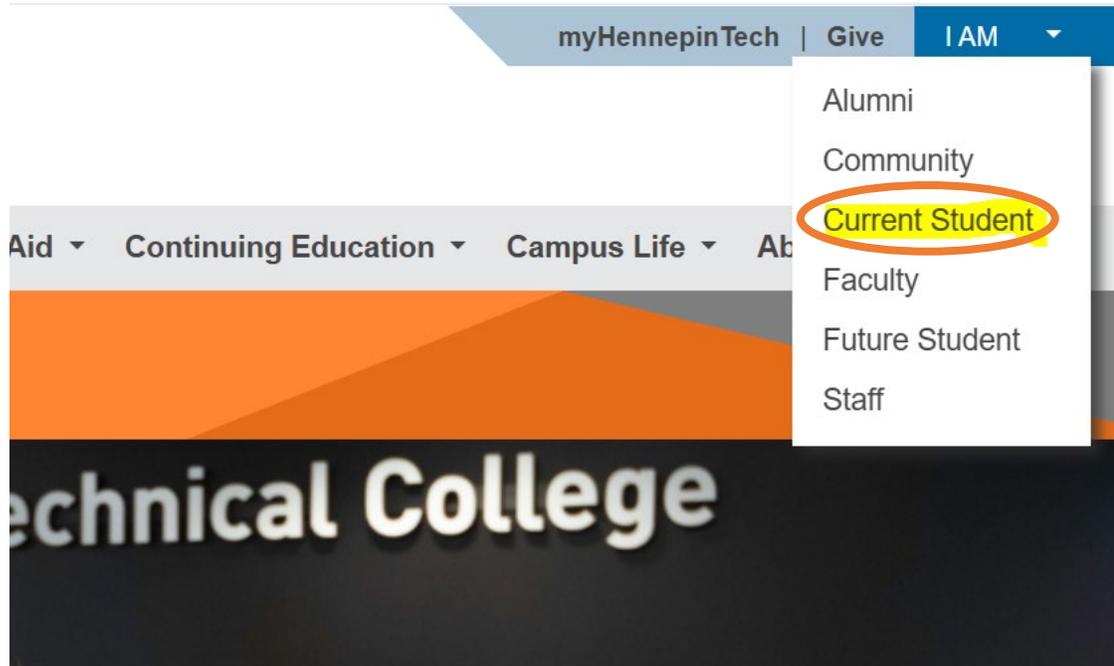


1 NESTOP **HOW TO Drop or Withdraw a Course**

Find your answers.

- 1) Go to <https://hennepintech.edu> and in the upper right corner, click on the down arrow next to "I AM" and then select "Current Student".



- 2) Under "Hello Techie", click on eServices.



Hello Techie.

D2L Brightspace **eServices** | my.HennepinTech email

3) Login with **StarID and StarID password** (wx1234yz – sample format).



Hennepin Technical College - Brooklyn Park

Brooklyn Park Campus
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445

Phone: (952)895-1300
Toll-free: 1-888-589-5121
Telecommunications Device for the Deaf: 1-800-627-3529
Fax: (763) 488-2938

Please login to continue.

The "*" indicates a required field.

* StarID: [Need Login Help?](#) Need an ID? [Sign Up Now.](#)

* Password:

Institution: Hennepin Technical College

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

You must **logout** when finished to ensure that nobody else gains access to your records.

Campus Specific Instructions

4) Click on **Courses & Registration** in the left navigation pane. A drop-down list will appear.

- Student e-services**
- Dashboard
- Home
- Account Management
- Courses & Registration**
- Search for a Course
- Review My Plan
- View/Modify Schedule
- Quick Add (Register)
- Registration Holds
- Registration Access Code
- Registration Window
- Registration Log
- Academic Records
- Financial Aid
- Bills and Payment

5) Click on **View/Modify Schedule**. This is where you edit your course schedule. *Please read Step 6 before moving forward.*

View / Modify Schedule

Advisor: None
Major: None

Spring 2022 **Fall 2021**

ID #	Subj #	Sec Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw	Loc
000292	ENGL 0901 01	Reading Techniques	8/23/2021-10/08/2021	M W	9:00am - 11:50am	Brooklyn Park, D175	Larson, Michael	3.0	Normal		
Course Notes: Students who want to register for both ENGL 0901 and ENGL 0921 at the same time must see an advisor.											

6) Before dropping a course, make sure you understand the repercussions of the action.

- If this action is completed during the first five (5) day of the semester, there will NOT be any academic or financial issues for doing this action. The course will not be recorded to your transcript and there will NOT be any issue with financial aid.
- If this action is done after the free add/drop period, there are possible issues:
 - a) The action changes from Drop to a Withdraw, which means there will be a "W" on your transcript
 - b) If you are receiving financial aid, this will likely cause it to recalculate and it is possible that there may be an amount that will be owed due to this action. For more information, please consult with the Financial Aid office before removing any courses.
 - c) You may be put on Academic Warning or Academic Suspension depending on your academic status at the time of the change. Completion rate is affected with a withdraw but GPA is not affected. Anything that moves a student under 66.67% completion may change their academic status.

- 7) To find the drop date for a course, click on the name of the course (hyperlink) and it will expand the details of the course. Keep in mind that some courses that are short-term may have a different date range for add/drop/withdrawal. Please consult with a Student Success Advisor or OneStop Navigator if you have questions.

Half-Semester Course Drop Date Example

Add/Drop/Withdraw

Full refund is available until January 14, 2022, 11:59PM CST.
 The last day to add this course is 3 business day(s) after January 11, 2022. The last day to drop this course is 3 business day(s) after January 11, 2022.
 The last day to withdraw from this course is February 22, 2022.

Full-Semester Course Drop Date Example

Add/Drop/Withdraw

Full refund is available until January 14, 2022, 11:59PM CST.
 The last day to add this course is January 14, 2022. The last day to drop this course is January 14, 2022.
 The last day to withdraw from this course is April 25, 2022.

Late-start Course Drop Date Example

Add/Drop/Withdraw

Full refund is available until March 23, 2022, 11:59PM CST.
 The last day to add this course is 0 business day(s) after March 22, 2022. The last day to drop this course is 1 business day(s) after March 22, 2022.
 The last day to withdraw from this course is May 5, 2022.

- 8) To drop the course, **click on the black "x"** next to the pencil icon.

View / Modify Schedule

Advisor: None
 Major: None

Spring 2022 Fall 2021

ID	Subj #	Sec Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw	Loc
00029	ENGL 0901 01	Reading Techniques	8/23/2021-10/08/2021	M W	9:00am - 11:50am	Brooklyn Park D175	Larson, Michael	3.0	Normal		

Notes: Students who want to register for both ENGL 0901 and ENGL 0921 at the same time must see an advisor.

- 9) The next screen will prompt the student to enter the **StarID password** to accept any academic and financial obligations of this action.

View/Modify Schedule

Semester: Fall 2021

By verifying your password, you are accepting any financial obligations incurred as a result of this transaction.

If you are dropping a course, you will get a grade of "W".

Enter your password:

ID #	Subj #	Sec Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw	Loc
000292	ENGL 0901 01	Reading Techniques	8/23/2021-10/11/2021	M W	9:00am - 11:50am	Brooklyn Park D175	Larson, Michael	3.0	Normal		

Course Notes: Students who want to register for both ENGL 0901 and ENGL 0921 at the same time must see an advisor.

- 10) You will see the message below with a successful drop of the course. When you return to View/Modify Schedule, you will not see the course listed at all.

Drop Course Results for Hennepin Technical College, Fall 2021

Credit Courses

Drop Course Successful

ID	Subj #	Sec Title	Dates	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Loc
000292	ENGL 0901 01	Reading Techniques	08/23 - 10/11	M W	9:00am - 11:50am	3.0		Larson, Michael	Blended/Hybrid	

[View/Modify Schedule](#)

Visit [Bills and Payment](#) to arrange payment.

Your **REGISTRATION** may be **CANCELLED** if payment requirements have not been met by the published due date. Please go to your college or university website at <https://www.hennepintech.edu/finance-operations/payment/tuition-and-fees.html> for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered **AT ANY MINNESOTA STATE COLLEGE OR UNIVERSITY** (even if you are not actually attending the classes at that school) unless you drop/withdraw from **ALL** your classes within the withdrawal period defined in Board Policy 5.12. You will be **BILLED** for any unpaid balances unless you take these actions. [Read summary of related Board policy.](#)

International Students: full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.

- 11) It is normally very easy to add/drop courses on your schedule, but remember that there are implications that are easy to overlook after the fact. Make sure you are making a decision that works best for you. If needed, schedule an appointment with a Student Success Advisor or a Counselor to assist with your decision. Contact OneStop Center for assistance at onestop@hennepintech.edu.