

How to Withdraw from a Class in Pathway

1. Go to Piedmont Technical College’s website: www.ptc.edu
2. Click on the “**PTC Pathway**” link at the top right hand corner to the page.
3. Log onto PTC Pathway. Your user name is your P#, and your password is your birthday in this format: MMDDYY.
4. If you’ve successfully logged in, your name will be in the top left hand corner.
5. Click on the “**Student**” tab.
6. Under Registration Tools, click on the “**Withdraw from a Course**” link.
7. Under “**Select a Term**”, click on the appropriate term and click submit.
8. You should see a list of courses for which you are registered and a drop-down menu to the left of each course reference number (CRN) and name.

 **You are strongly advised** to meet with your advisor before registering for classes. Failure to plan your courses with an advisor could affect program completion, graduation date, and financial aid eligibility. You are taking responsibility for the registration and any academic and financial liability that may be created. To add a class, enter the Course Reference Number in the Add Classes section below.

Withdrawing from a class may impact current or future financial aid eligibility. It is strongly recommended that you speak with an advisor or counselor before withdrawing from a class. You must complete the withdrawal form and must have the signature of your advisor, a student services counselor, or financial aid counselor before proceeding.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Registered on Jul 23, 2013	None	10269	CPT	114	80	Technical Education 3.000	Standard	Letter	Grade Computers and Programming
Registered on Jul 23, 2013	None	17001	IST	220	50	Technical Education 3.000	Standard	Letter	Grade Data Communications
Web Registered on Jul 23, 2013	None	15578	HUS	101	80	Technical Education 3.000	Standard	Letter	Grade Intro to Human Services
Web Registered on Jul 23, 2013	None	10239	COL	103	80	Technical Education 3.000	Standard	Letter	Grade College Skills

Total Credit Hours: 12.000

9. Use the drop-down menu to choose the reason you are withdrawing from the class. This information will be used for statistical purposes only.
10. Click “**Submit Changes**”. Your withdrawal request will be processed by the Student Records Office.
11. If you are withdrawing from more than one class, complete the steps above for each class.

Withdrawing from Your Last Class:

- Students cannot withdraw from all classes without first meeting with an advisor, counselor, or financial aid staff to discuss the potential financial consequences of a total withdrawal.
- Withdrawal from the last class is completed through the “College Withdrawal” form which is available in the Student Records Office. It must be signed by the student and counselor/advisor and then submitted to Student Records for processing. The instructor’s signature will be required before the withdrawal is completed.