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.

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.