How to access the Add/Drop/Withdrawal Form

Login to your MyEagle Portal (https://myeagle.ntcc.edu)

Click on the "Student" tab

Find the "Forms" button

Under "Academic Forms," Click the "Add/Drop/Withrawal" link

You will need to indicate if you are adding a class or dropping it or if you're doing a complete withdrawal. When completing this form, be mindful of the semester you choose. This informs us on the semester you would wish to take the course.

- Fall classes are offered from the end of August to December.
- December-Mini are classes offered over Christmas break.
- Spring classes are offered from mid-January to mid-May.

- May-Mini courses are offered over two and a half weeks at the end of May.
- Summer I classes are offered throughout the month of June.
- Summer II classes are offered throughout the month of July.
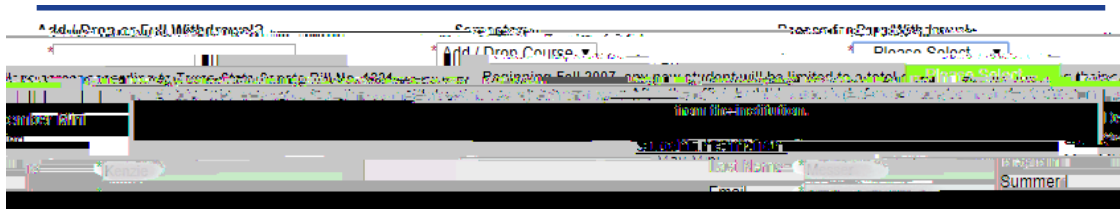
Once you complete that section of the form, you will be able to choose what class you would like to add or drop. When doing so, please be sure to include all **4 components of the course code**.

If you don't list all 4 components of the class you wish to add, your form may be rejected.

Be sure to monitor your **student email** and your **MyEagle portal** for any schedule changes.