



Illustration Guide: SSB9 Drop/Withdraw from Courses

Summary

SSB9 Registration is an upgrade to our existing registration system that offers enhanced features designed to make the registration process more seamless and user-friendly for students. From searching for courses to planning schedules and registering for classes, everything can now be completed within the SSB9 Registration platform.







Steps to Drop/Withdraw from Courses

1. Verify drop/withdraw deadlines [Academic Calendar](#)
2. Log into MyCN [Columbia State Community College - Sign In](#)
3. Click on Student – Register



4. Click on Register for Classes

What would you like to do?

-  [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
-  [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)
View your past schedules and your ungraded classes.
-  [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

5. In the summary panel you will see the courses you are registered for – click on the drop down under Action for the course you are wanting to drop/withdraw

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
College Algebra	MATH 1130, C06	3	81361	Lecture	Registered	None
English Composition I	ENGL 1010, C09	3	82871	Lecture	Registered	None
Introduction to Business	BUSN 1305, C90	3	83036	Lecture	Registered	Web Dropped

6. Click on Drop/Withdraw depending on the deadlines in the academic calendar then **you must click submit**

The image shows two screenshots of a course registration summary page. The top screenshot shows three courses: College Algebra (MATH 1130, C06), English Composition I (ENGL 1010, C09), and Introduction to Business (BUSN 1305, C90). All three are listed as 'Registered'. The 'Action' column for the first two courses has a dropdown menu with 'Web Dropped' selected, and this is circled in red. The bottom screenshot shows the same three courses, but the first two are now listed as 'Deleted'. The 'Hours' column for the first two courses is now 0. The 'Action' column for all three courses has a dropdown menu with 'None' selected. At the bottom of the page, there is a summary bar with the text: 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999.999.999'. A 'Submit' button is circled in red at the bottom right of the page.

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Submit