

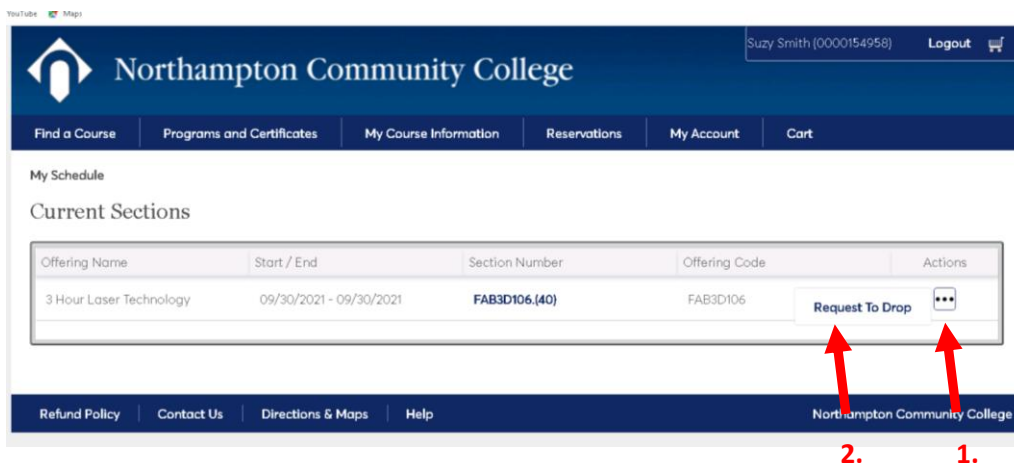
## Request a withdrawal from a non-credit class

If you have registered for a non-credit class and cannot attend, you will need to complete a 'Request to Drop'. Be sure to read our Refund Policy prior to dropping the class. Follow the steps below to withdrawal from a class.

1. Login to your LifeLearn Account
2. In the top blue bar, hover over "My Course Information" and select "Current Selections"



3. Your current and upcoming classes are listed
4. Find the class you wish to drop and click the three (3) dots under the Action column, then click "Request to Drop"



5. Please provide your contact information and any notes or comments as to why you are dropping the class. Once completed, click the Send button. An email is sent to an NCC Staff Member associated with your course offering. They will work to process the Drop Request in a timely manner.