

Finding drop dates for your courses

Previously, in order to find drop dates faculty and staff would look in the Document Center from My Western. **This information is now housed on My Western under Report Center.**

This is now a live report and you can choose from several options.

To access the information, go to [MyWestern---Report Center---All Staff folder---Section Drop Dates](#).

1. Choose term
2. Choose Program – Credit, GOAL or Non-Credit
3. Choose the class Sub Type – Grant, Contract or Academic (most classes are academic)
4. Catalog Number – use this if you know the exact number including the .xx part of the number
5. Section – if you know the section you call also include this information

The more criteria you select, they fewer classes you will retrieve. You can also get the entire class list by selecting all the programs, all the subtypes and all the sections.

If you have any questions, please contact:

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