

Dropping/Withdrawing From Courses in Navigate

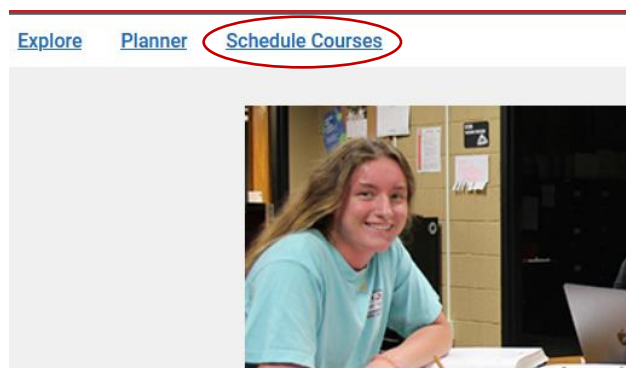
Note: Removing yourself from a course before the refund deadline is considered a “DROP” at Lake Land College. Students may drop a course through the first 10 days of the semester for a 16 week course and for through the first 5 days for an 8 week course. Contact Admissions at 217-234-5434 or admissions@lakelandcollege for drop dates for courses that are shorter than 8 weeks. After the refund deadline, removing yourself from a course is considered a “WITHDRAWAL”; students who withdraw are not eligible for a refund. In Navigate, both a DROP and a WITHDRAWAL happen with the Drop Course command as explained below.

Log in to Navigate

Go to <https://lakelandcollege.navigate.eab.com/> and log in to Navigate using your Laker Hub or Canvas credentials. You can also log in by clicking on the Navigate link in the Laker Hub. Contact navigatehelp@lakelandcollege.edu if you have difficulty logging in to Navigate.

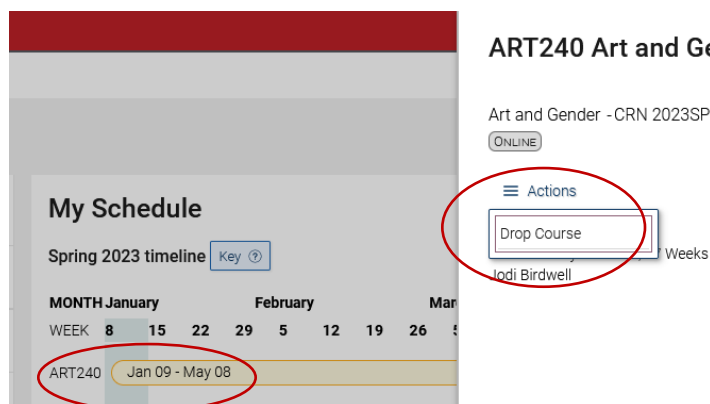
Accessing the Scheduler

From your Navigate site, access the Scheduler by clicking on **Schedule Courses** in the menu at the top of the site.



Dropping a Course/Withdrawing from a Course

If you have registered for a course, you may drop it before the refund deadline or withdraw from it after the refund deadline and before the deadline to withdraw in the Scheduler. To do this, click on the course in the **My Schedule** timeline at the top right of the Scheduler. The course information box will appear. Click on the hamburger menu next to **Actions** to bring up the **Drop Course** option. Click on Drop Course to drop or withdraw from the course.



You will be prompted to confirm that you wish to drop/withdraw from the course. Upon confirming, you will receive a transaction summary of the action.