myHSCP Drop Request Guide:

Students must drop the course from <u>both</u> their high school <u>and</u> in myHSCP to be fully Dropped from a dual credit course

FOR STUDENTS:

 Go to <u>https://myhscp.umkc.edu/</u> select "High School Student" and sign in with your UMKC SSO (@umsystem.edu):

UMIKC		
-	Welcome to myHSCP Your College Credit Connection Please select your role to continue	
	Successfully logged out	
High School Student	High School Instructor	School Counselor or Administrator
Faculty	College Administrator	

2. Select "Drop Requests":

elect an option below to continue		\mathbf{X}
	= L ~	
Choose Courses	Parent/Guardian Consent	Drop Requests
Continue	Continue	Continue
	C	
My Profile	Logout	
Continue	Continue	

3. Fill out the Drop Request form (Class to drop, reason for drop, signature) and click "Submit":

All Requests Submit New Request	
Please fill out the following form to drop Class Registrations*	rour course(s) from UMKC
	~
Message to MyHSCP Office*	
Your Signature*	
	Clear Signature
Submit Request	

4. Once you hit submit, your high school will approve or deny your request and the myHSCP team will process it. You will receive emails when your request is "Approved" and "Processed."

myHSCP Drop Request Guide:

FOR INSTRUCTORS:

1. Go to https://myhscp.umkc.edu/, select "High School Instructor" and sign in with your UMKC SSO (@umsystem.edu):



2. Select "Drop/WD Requests" :



3. Fill out the Request Form with required fields (academic term, section, student, reason for drop, signature) and click "Submit Request":

ome / Drop,	/WD Requests			
II Requests	Submit New Request			
Please fill out "erm*	the following form to drop your course(s) from	n UMKC		
lass Section	*			
Select Term	1			
tudent*				
Select a Cla	ass Section			
lessage to N	IvHSCP Office*			
our Signatur	e*			
'our Signatur	e*			
'our Signatur	e* Clear Signature			

4. Once submitted, your request will notify myHSCP staff to process the request. You will receive emails once the request has been "Approved" and "Processed."

*Students will stay on your myHSCP roster as "Dropped" or "Withdrawn" to prevent re-enrollment in your course and for tracking purposes.