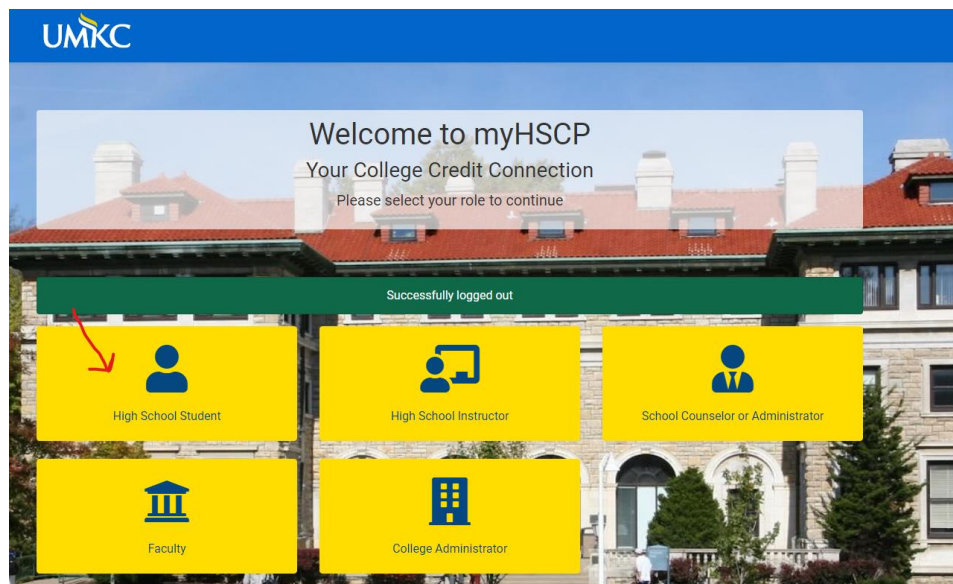# myHSCP Drop Request Guide:
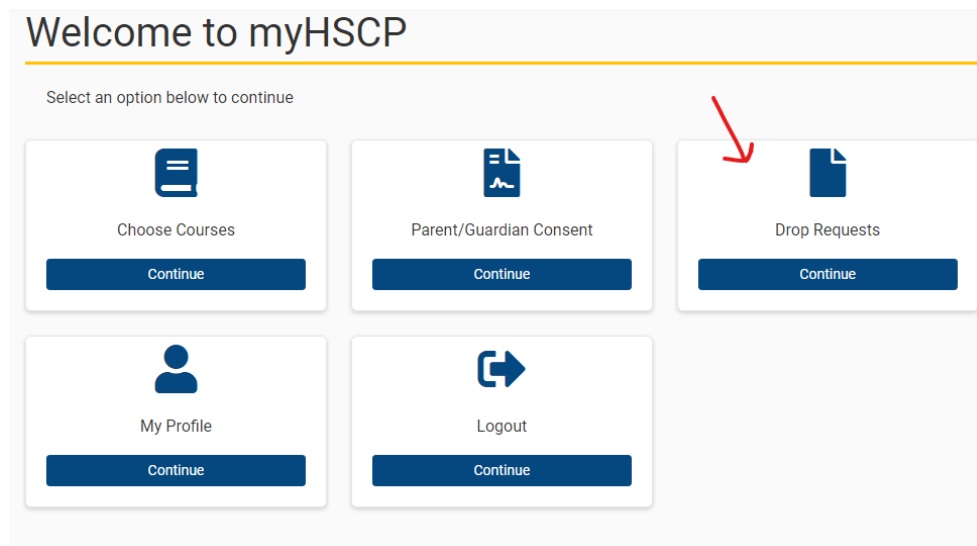
Students must drop the course from both their high school and in myHSCP to be fully Dropped from a dual credit course

FOR STUDENTS:

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

2. Select "Drop Requests":

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 your course(s) from UMKC
Class Registrations*

[--------- ▾]

Message to MyHSCP Office*

[   ]

Your Signature*

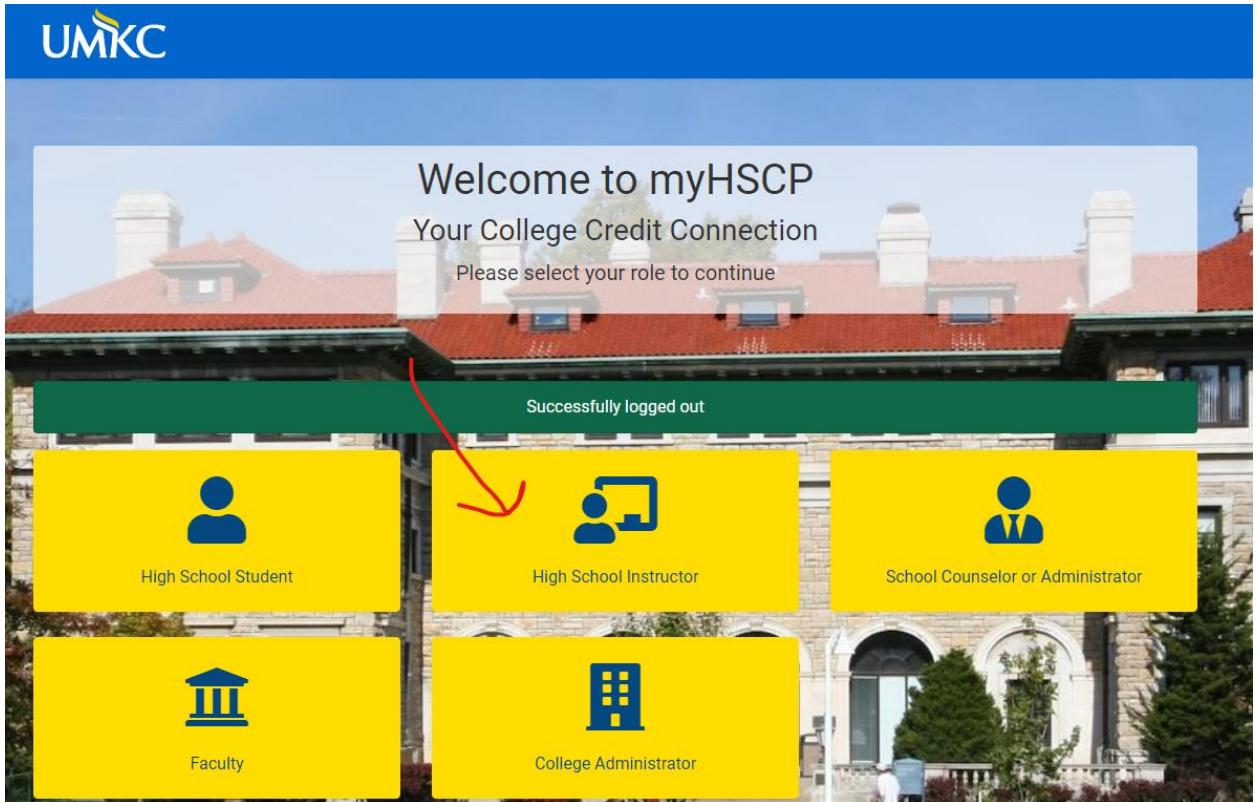[   ]   [Clear Signature]

[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."
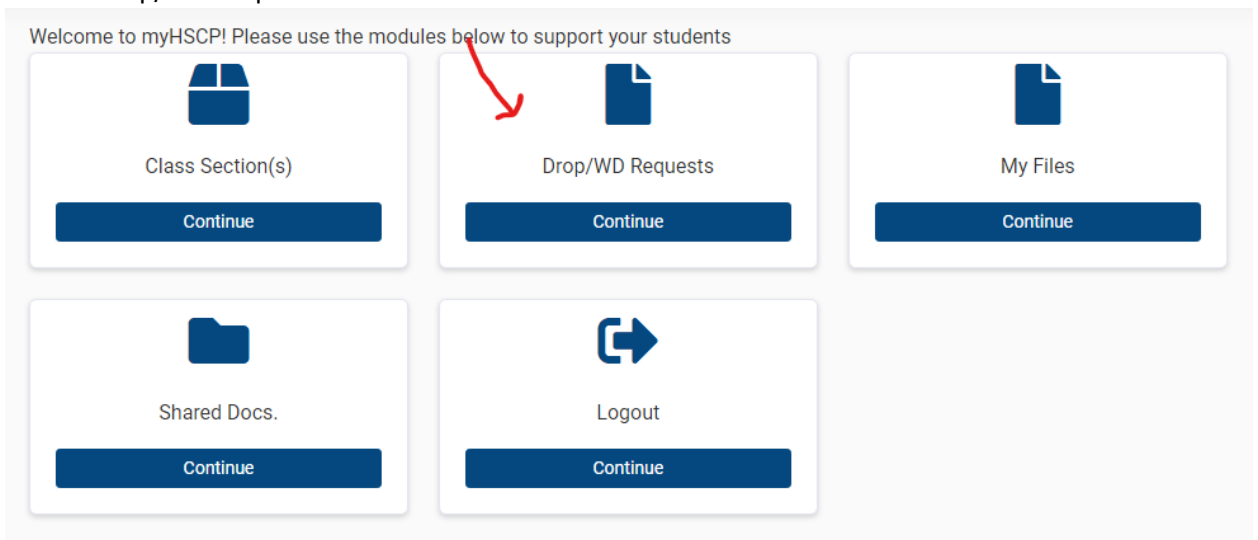
myHSCP Drop Request Guide:

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":

Please use this page to submit, approve or view student drop requests

Home / Drop/WD Requests

All Requests   Submit New Request

Please fill out the following form to drop your course(s) from UMKC
Term*

[---------]

Class Section*

[Select Term]

Student*

[Select a Class Section]

Message to MyHSCP Office*

[   ]

Your Signature*

[   ]   [Clear Signature]

[Submit Request]

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*Students will stay on your myHSCP roster as "Dropped" or "Withdrawn" to prevent re-enrollment in your course and for tracking purposes.