Withdraw From or Drop Courses

This job aid provides students with instructions on how to remove courses from their schedule. This is completed in one of two ways, depending upon when the removal occurs: Course Drop or Course Withdrawal. These actions have important implications for a student's academic record, so carefully note the differences between these actions.

Course Drop: A course drop permits a student to remove a course from their schedule *prior to the drop period end date*. This option does not count as an attempt and is not reflected on the transcript. This option is available prior to the semester's start and through the drop period only.

Course Withdrawal: A withdrawal enables a student to discontinue their enrollment in a course *after* the drop period has ended but *before* the withdrawal period expires. Withdrawing from a course is considered an attempt and results in a W grade on the student transcript. <u>IMPORTANT</u>: Students should meet with their Academic Advisor and Financial Aid Office (if using Financial Aid) to discuss the implications of this prior to completing this action, as it can negatively impact successful academic progress and Financial Aid awards.

DROP COURSE BEFORE DROP PERIOD ENDS

Follow the steps below to remove a registered course <u>**prior to**</u> the drop period end date.

From the Home page:

1. Click ☰ MENU then select 🎒 Academics Hub .

2. From the Academics Hub Navigation pane on the left, select **Planning and Registration**.

3. Select **Current Classes**. The student's currently enrolled classes for current and upcoming semesters display.

4. Scroll to the right of the selected semester to view the course options and select **Drop**.
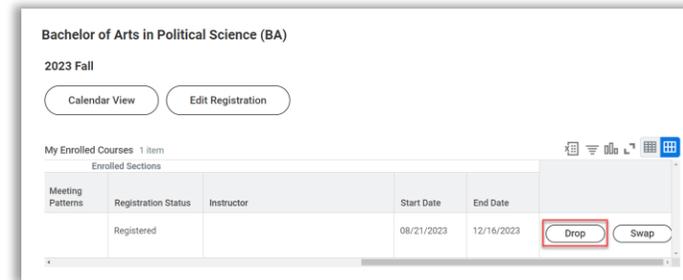
View My Courses page with Drop button callout

5. Select the checkbox next to **Confirm**.
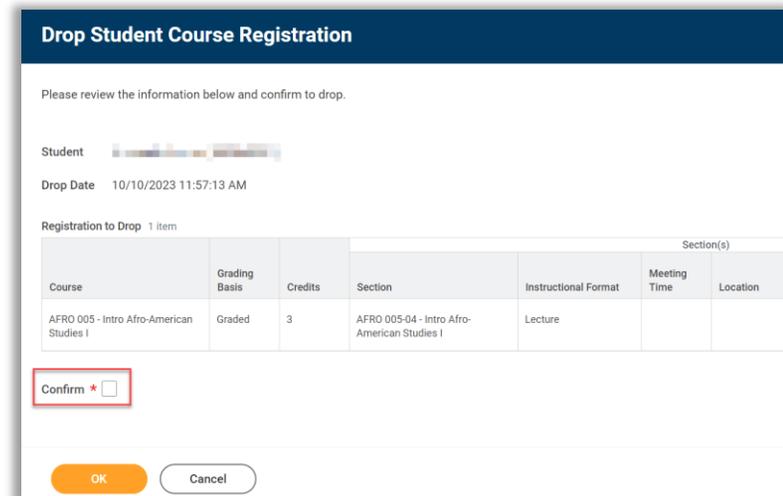
Drop Student Course Registration page with Confirm button callout

6. Click **OK**, then click **Done**.

The course has been dropped and can be viewed under *My Dropped/Withdrawn Courses* with the Registration Status of *Unregistered*.

My Dropped/Withdrawn Courses expanded view with Registration Status of Unregistered callout

COURSE WITHDRAWAL

Follow the steps below if you are removing a course from your enrollment **after** the drop period ends.

Note: When withdrawing from multiple courses, each course must be withdrawn individually using this process.

From the Home page:

1. Click ☰ MENU then select 🔷 Academics Hub .

2. From the Academics Hub Navigation pane on the left, select **Planning and Registration**.

3. Select **Current Classes**. The student's currently enrolled classes for current and upcoming semesters display.
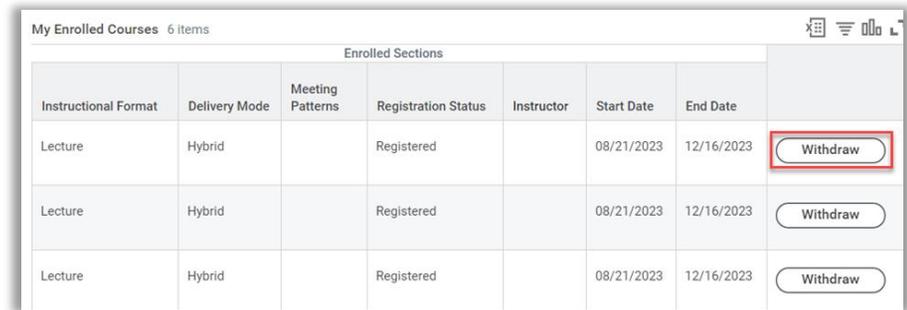
View My Courses page with Withdraw button callout

4. Scroll to the right of the course(s) and select **Withdraw** next to the course to withdraw from. The *Withdraw Student Course Registration* page displays.
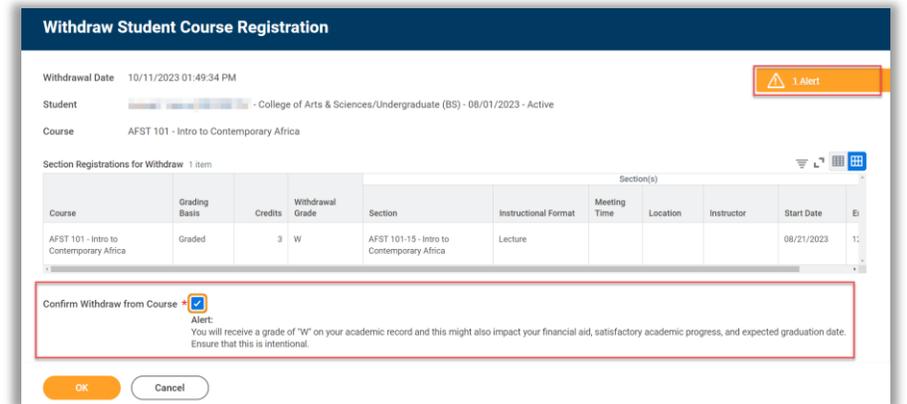
Withdraw Student Course Registration confirmation page with Alert text callout

5. Select the **checkbox** to confirm withdrawal from the course. Note the alert that displays to inform of the implications of a withdrawal.

6. Click **OK**.

The course has been successfully withdrawn and now displays under

My Dropped/Withdrawn Courses with the Registration Status of *Withdraw.*

My Dropped/Withdrawn Courses expanded view with Registration Status of Withdrawn callout

Note: Students with enrollment requirements, such as International Students or Athletes, may need approval from their Academic Advisor prior to the withdrawal reflecting on their account. Completing the withdrawal automatically routes the request to the student's assigned Advisor for these students.