How to view your withdrawal information

1. Log into Pirate Port.

2. Click on the Registration & Planning Card.

3. Click on the Withdrawal Information link.

4. Select Registration Term from the Terms Open for Registration pull down menu.
5. Click the Continue button.

![Select a Term](Image)

6. The Withdrawal Information window is displayed.

![Withdrawal Information](Image)

7. When you withdraw from a course, you, your instructor, and your advisors will be notified by email

Sample Advisor Email

```
Thu 10/7/2021 7:21 PM
Office of the Registrar <regis@ecu.edu>

To: Advisor Name

Hello Advisor Name,

A withdrawal request has been successfully processed for [Student Name] for the following course(s).

<table>
<thead>
<tr>
<th>TERM</th>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2021</td>
<td>82288</td>
<td>BUSI</td>
<td>1200</td>
<td>Strategy First</td>
</tr>
</tbody>
</table>

Withdrawal Credits Information

<table>
<thead>
<tr>
<th>Withdrawal Credits Used</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal Credits Remaining</td>
<td>10</td>
</tr>
</tbody>
</table>

Regards,
Office of the Registrar
```

Sample Student Email

```
Office of the Registrar
East Carolina University ©
revised 1/2/2022
```
Hello Student Name

Your withdrawal request has been successfully processed for the following course(s).

<table>
<thead>
<tr>
<th>TERM</th>
<th>CRN</th>
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<th>COURSE NUMBER</th>
<th>TITLE</th>
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<td>82288</td>
<td>BUSI</td>
<td>1200</td>
<td>Strategy First</td>
</tr>
</tbody>
</table>

Withdrawal Credits Information

Withdrawal Credits Used: 6
Withdrawal Credits Remaining: 10

Regards,
Office of the Registrar

Sample Instructor email

Hello Instructor Name

A withdrawal request has been successfully processed for Student Name for the following course(s).

<table>
<thead>
<tr>
<th>TERM</th>
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<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2021</td>
<td>82288</td>
<td>BUSI</td>
<td>1200</td>
<td>Strategy First</td>
</tr>
</tbody>
</table>

Regards,
Office of the Registrar