

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.

ECU		* 👤
Student • Registration • Select a Terr	n	
Select a Term	⊕ECU	
Terms Open for Registration Select a term	Student • Registration • Select a Term Select a Term	
L <u></u>	Terms Open for Registration Select a term	

5. Click the Continue button.

Student • Registration • Select a Term
Select a Term
Terms Open for Registration Spring 2022 Continue

6. The Withdrawal Information window is displayed.

Student • Registration • Select a Term • Withdrawal Information
Withdrawal Information : Credit
Student's Withdrawal Credits Information. Withdrawal Credits Information Withdrawal Credits Used : 3 Withdrawal Credits Remaining :13

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

Sample Advisor Email

00	Thu 1 Of Cou	io/7/2021 7:2 fice of urse With	the Registra drawal Processed	r <regis@< th=""><th>@ecu.edu></th></regis@<>	@ecu.edu>		
To Advis	or Name						
Hello Ad	dvisor Na wal requ	ame uest has b	een successfully pr	ocessed for	Student Name for the following course(s).		
TERM	CRN	SUBJECT	COURSE NUMBER	TITLE			
Fall 2021	82288	BUSI	1200	Strategy First	E C		
Withdrawal Credits Information Withdrawal Credits Used : 6 Withdrawal Credits Remaining : 10 Regards, Office of the Registrar							

Sample Student Email

00	Thu 1 Of Cou	10/7/2021 7:2 fice of 1 rse With	21 рм the Registra drawal Processec	ır <regis@< th=""><th>@ecu.edu></th></regis@<>	@ecu.edu>
To 🔘 Stud	ent Nam	e			
Hello Stu Your witho	udent Na drawal I	me request ha	as been successfully	/ processed for	the following course(s).
TERM	CRN	SUBJECT	COURSE NUMBER	TITLE	
Fall 2021	82288	BUSI	1200	Strategy First	
<u>Withdraw</u> Withdraw Withdraw	al Credi al Credi al Credi	i <u>ts Inform</u> its Used : its Remain	ation 6 ning : 10		
Regards, Office of tl	he Regi	strar			

Sample Instructor email

COC To ^O S In	Thu Of Cou structor	fice of rse With Name	the Registra drawal Processed	r <regis@< th=""><th>စ္တecu.edu></th><th></th></regis@<>	စ္တecu.edu>	
Hello Instructor Name A withdrawal request has been successfully processed for Student Name for the following course(s).						
TERM	CRN	SUBJECT	COURSE NUMBER	TITLE		
Fall 2021	82288	BUSI	1200	Strategy First		
Regards, Office of t	he Regi	strar				