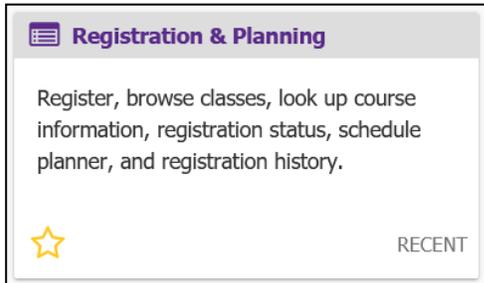
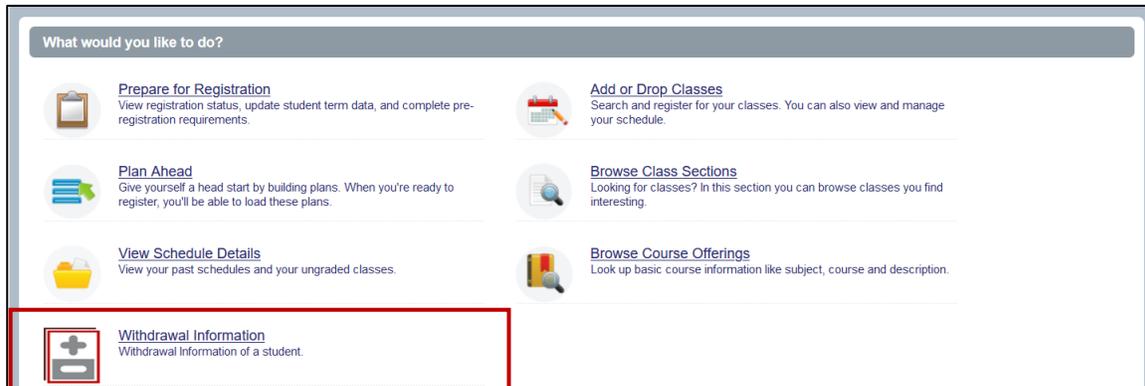


## How to view your withdrawal information

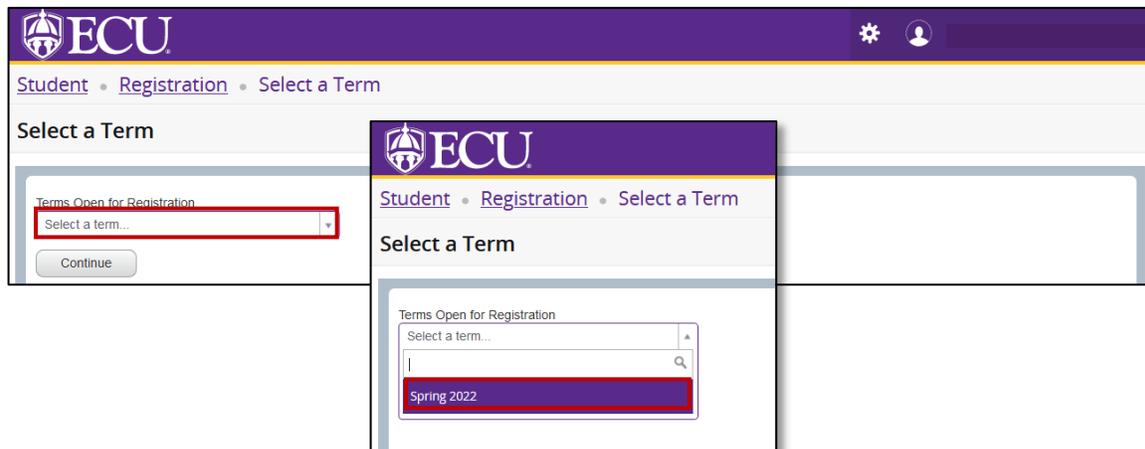
1. Log into Pirate Port.
2. Click on the Registration & Planning Card.



3. Click on the Withdrawal Information link.



4. Select Registration Term from the Terms Open for Registration pull down menu.



- Click the Continue button.

- The Withdrawal Information window is displayed.

- 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

**OO** Office of the Registrar <regis@ecu.edu>  
Course Withdrawal Processed

To: Advisor Name

Hello Advisor 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

**Withdrawal Credits Information**

**Withdrawal Credits Used : 6**  
**Withdrawal Credits Remaining : 10**

Regards,  
Office of the Registrar

### Sample Student Email


Thu 10/7/2021 7:21 PM  
**Office of the Registrar <regis@ecu.edu>**  
**Course Withdrawal Processed**

To  Student Name

Hello Student Name

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

TERM	CRN	SUBJECT	COURSE NUMBER	TITLE
Fall 2021	82288	BUSI	1200	Strategy First

**Withdrawal Credits Information**

**Withdrawal Credits Used : 6**  
**Withdrawal Credits Remaining : 10**

Regards,  
Office of the Registrar

Sample Instructor email


Thu 10/7/2021 7:21 PM  
**Office of the Registrar <regis@ecu.edu>**  
**Course Withdrawal Processed**

To   Instructor Name

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 the Registrar