

How to self-withdraw from a course (Graduates).

- It is highly recommended that you meet with your program director and financial aid counselor (if applicable) before withdrawing from a course.
- Withdrawing from a course may affect:
 - o On campus housing
 - Financial Aid/Scholarships
 - o Degree progression/Graduation
 - Full-time enrollment status
 - o Billing
 - o Health Insurance/Student Blue
 - Veteran Benefits
 - o Graduate Assistantships and Tuition Remission
- If you receive an error message during the withdrawal process, <u>click here</u> to review common Course Withdrawal Errors.

Reasons why you may not be able self-withdraw:

- You have a hold that prevents registration which will restrict you from withdrawing from a course.
- You are withdrawing from your last course.
- You are attempting to withdraw from one course that has a prerequisite or corequisite course associated with it.
- An administrator or advisor may be currently working in your record.
- A general error may have occurred during the withdrawal process.
- The withdrawal deadline has passed for the part of term or term.
- <u>Reinstatement Policy</u> Students who withdraw from a course and feel they have done so in error have 1 business day to request a reinstatement. Students should email their course instructor or advisor to request to be reinstated in the course.

Directions:

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



3. Click on the Add or Drop Classes link.

What wo	uld you like to do?			
	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	+	Withdrawal Information Withdrawal Information of a student.	
	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.		Browse Class Sections Looking for classes? In this section you can browse classes you find interesting.	
-	View Schedule Details View your past schedules and your ungraded classes.	L	Browse Course Offerings Look up basic course information like subject, course and description.	
	Add or Droc Classes There may be additional fees associated with online and face to face courses for verification of student and the student of the colection of the personal information for the purpose of proctoring and maintaining the integrity of unversity examinations.			

4. Select the current term.



- 5. Click the Continue button.
- 6. In the summary window on the bottom right side of the screen, click on the Action drop down arrow for the course you would like to drop.

🗄 Summary											
Title	Details	Hour	CRN	Schedule Typ	Status	Action		Instructional Me	^		
Diagnosis and Trea	ADRE 625	3	34019	Lecture	Registered	None	•	Online Asynch			
Field Instruction III	SOCW 69	6	32003	Internship,	Registered	None	*	Face to Face			
Group Practice with	SOCW 61	3	31980	Lecture	Registered	None	۳	Face to Face			
Territoria Informa d D	000000	~	04070	L a church	Deviatenced	Name		Free to Free	V		

7. Select **Withdrawn** from the list.

*If the withdrawn option is not displayed, this means the withdrawal deadline has passed for the course selected. Please refer to the <u>academic calendar</u> for full term and alternative block withdrawal deadlines.

🗄 Summary											
Title	Details	Hou	CRN	Schedule Typ	Status	Action	Instructional Me				
Diagnosis and Trea	ADRE 625	3	34019	Lecture	Registered	**Withdrawn**	Online Asynch				
Field Instruction III	SOCW 69	6	32003	Internship,	Registered	None	Face to Face				
Group Practice with	SOCW 61	3	31980	Lecture	Registered	None	Face to Face				
Trauma Informed P	SOCW 61	3	31070	Lecture	Registered	None -	Face to Face				
Total Hours Registered: 15 Billing: 15 CEU: 0 Min: 0 Max: 15											
Submit											

8. Click the Submit button.

🗄 Summary											
Title Details		Hour	CRN	Schedule Typ	Status	Action	Instructional Meter				
Diagnosis and Trea	ADRE 625	3	34019	Lecture	Registered	**Withdrawn**	Online Asynch				
Field Instruction III	SOCW 69	6	32003	Internship,	Registered	None 🔻	Face to Face				
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Total Hours Registered: 15 Billing: 15 CEU: 0 Min: 0 Max: 15											
Submit											

9. Your course will display Withdrawn, and a Save Successful message will appear at the top of the screen.

You, your advisors, and your instructor from the course you withdrew from will be notified by email of the withdrawal.

• <u>Reinstatement Policy</u> – Students who withdraw from a course and feel they have done so in error have 1 business day to request a reinstatement. Students should email their course instructor or advisor to request to be reinstated in the course.

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Register for Classes																	
Find C	Classes Enter	CRNs Carts	and Plans	Schedule and Opt	ions												
Care	Career Withdrawals																
Withd Withd	Irawal Credits Us Irawal Credits Re	ed : Not applicable maining : Not appl	at student's curre icable at student'	ent level s current level													
Ente	Enter Your Cearch Artitete 0																
Term:	Spring 2024																
1		Subject															
1		Course Number															
		Keyword														v.	
Sche	Schedule His Schedule Details																
Class Sci	hedule for Spring	2024	-		_	-			Title	Details	Hou	CRN	Schedule T	yr Status	Action	Instructional Me	
6am	suriday	wonday	iuesday	weanesday	mursday	enday	saturday	^	⁴ Diagnosis and Trea	ADRE 625	0	34019	Lecture	Withdrawn	None *	Online Asynch	