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
  o Financial Aid/Scholarships
  o Degree progression/Graduation
  o Full-time enrollment status
  o Billing
  o Health Insurance/Student Blue
  o Veteran Benefits
  o Graduate Assistantships and Tuition Remission

- If you receive an error message during the withdrawal process, click here to review common Course Withdrawal Errors.

 **Reasons why you may not be able self-withdraw:**

  o You have a hold that prevents registration which will restrict you from withdrawing from a course.
  o You are withdrawing from your last course.
  o You are attempting to withdraw from one course that has a prerequisite or corequisite course associated with it.
  o An administrator or advisor may be currently working in your record.
  o A general error may have occurred during the withdrawal process.
  o 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.
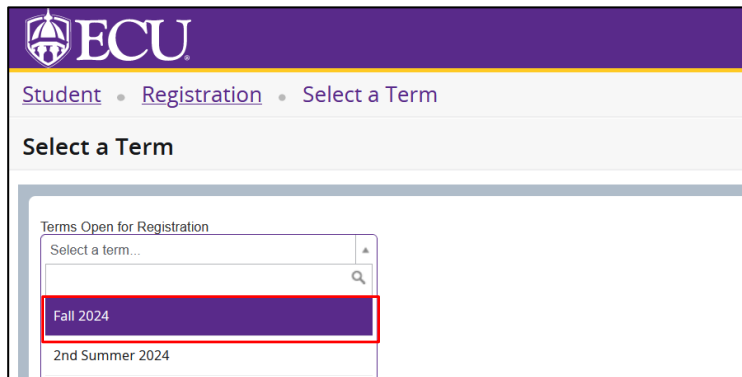
Directions:

1. Log into Pirate Port.

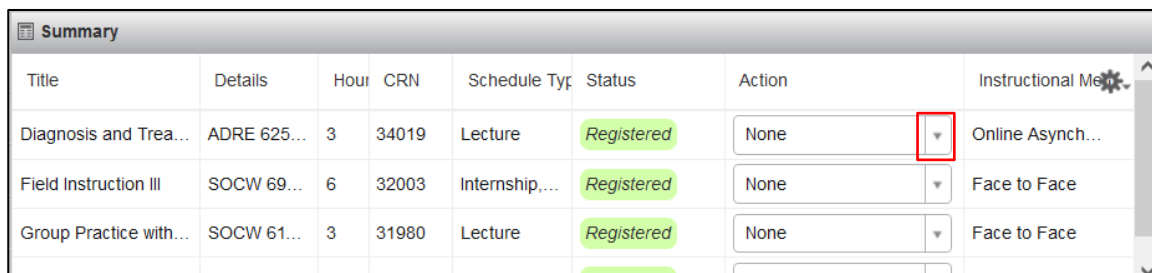2. Click on the Registration & Planning Card.
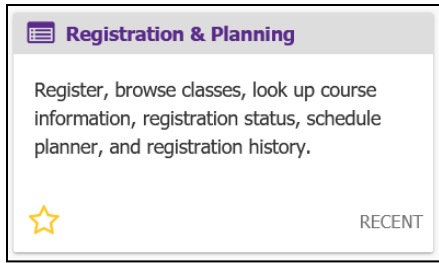
3. Click on the Add or Drop Classes link.
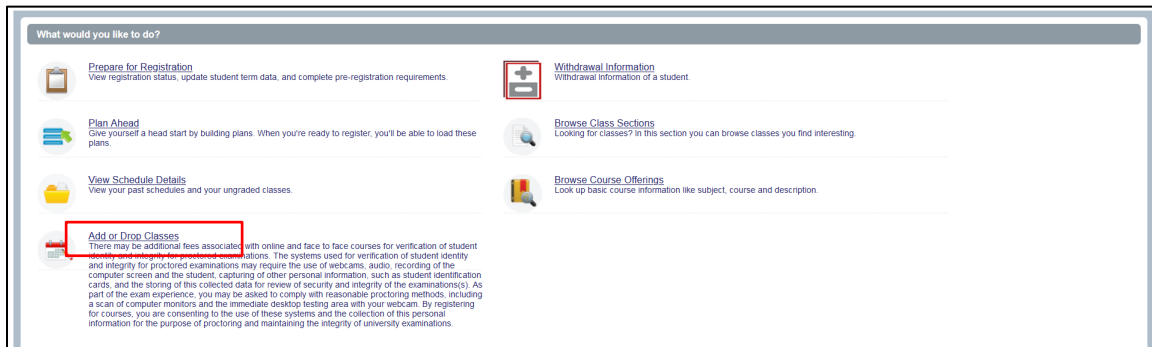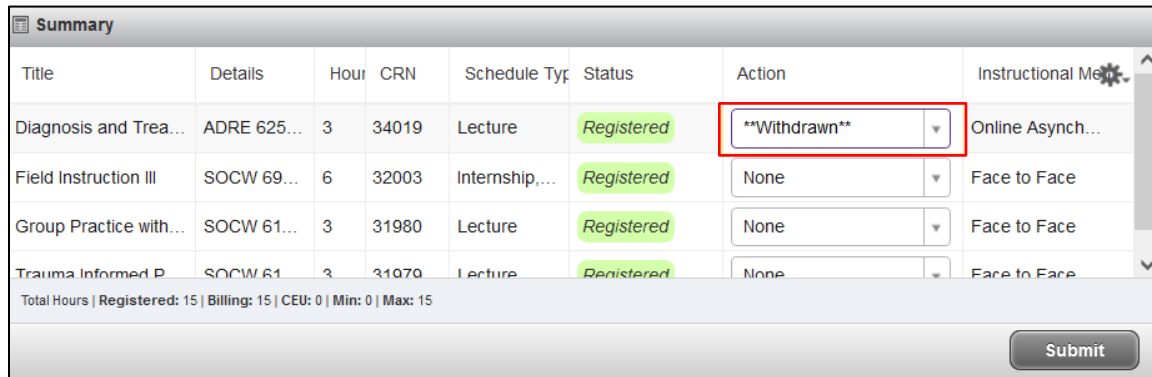

4. Select the current term.

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.

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 [academic calendar](#) for full term and alternative block withdrawal deadlines.
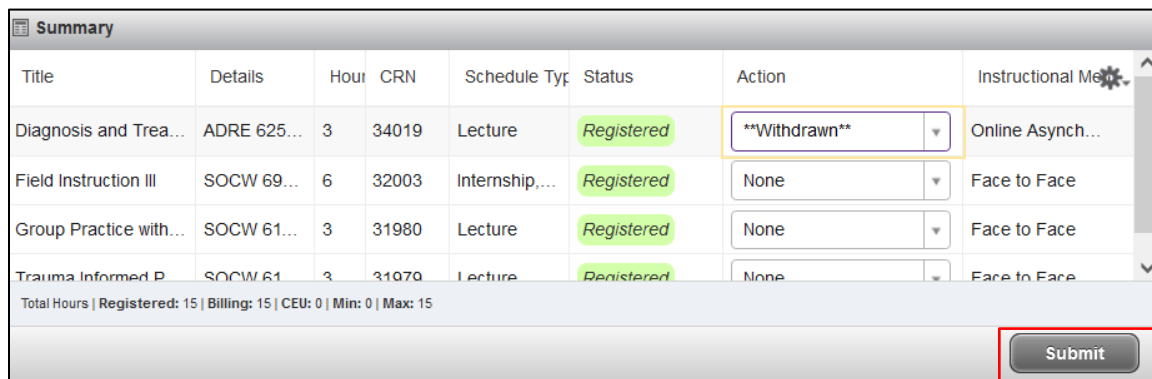

8. Click the Submit button.
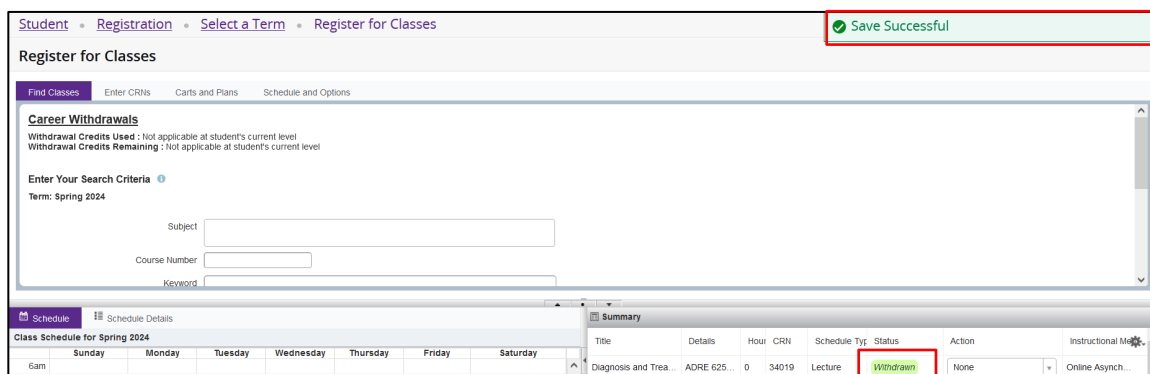
9. Your course will display Withdrawn, and a Save Successful message will appear at the top of the screen.

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

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