



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

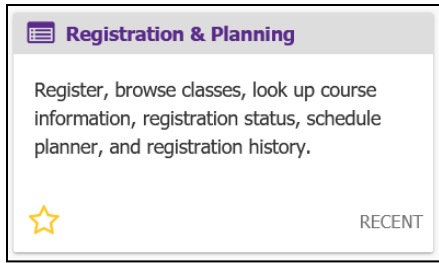
- It is highly recommended that you meet with your program director and financial aid counselor (if applicable) before withdrawing from a course.
- **Withdrawing from a course may affect:**
 - On campus housing
 - Financial Aid/Scholarships
 - Degree progression/Graduation
 - Full-time enrollment status
 - Billing
 - Health Insurance/Student Blue
 - Veteran Benefits
 - 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:

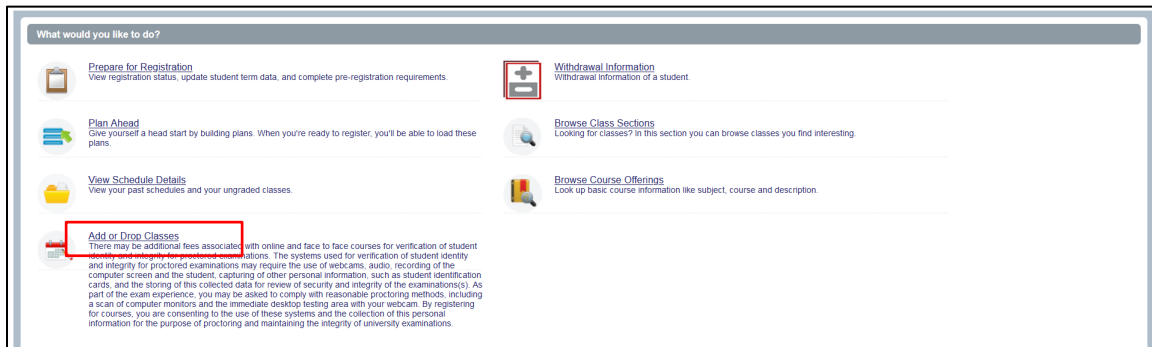
- You have a hold that prevents registration which will restrict you from withdrawing from a course.
 - You are withdrawing from your last course.
 - You are attempting to withdraw from one course that has a prerequisite or corequisite course associated with it.
 - An administrator or advisor may be 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.
- **Reinstatement Policy** – 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:

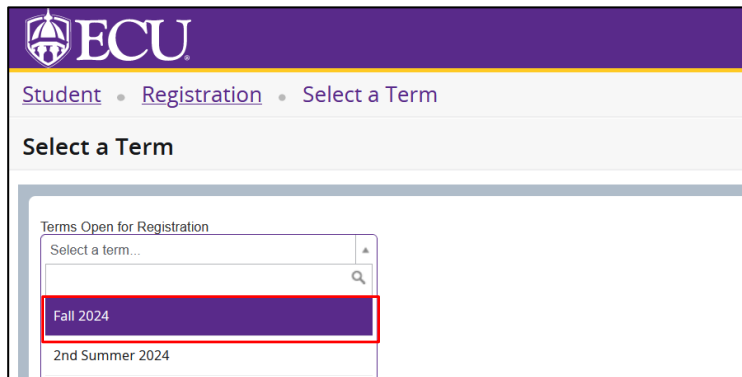
1. Log into Pirate Port.
2. Click on the Registration & Planning Card.



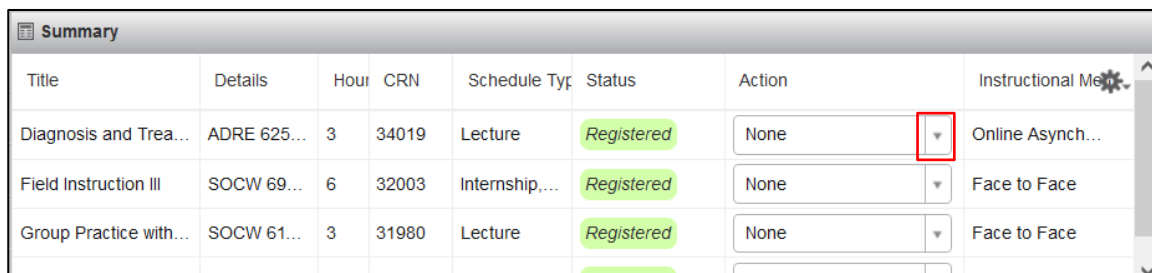
3. Click on the Add or Drop Classes link.



4. Select the current term.



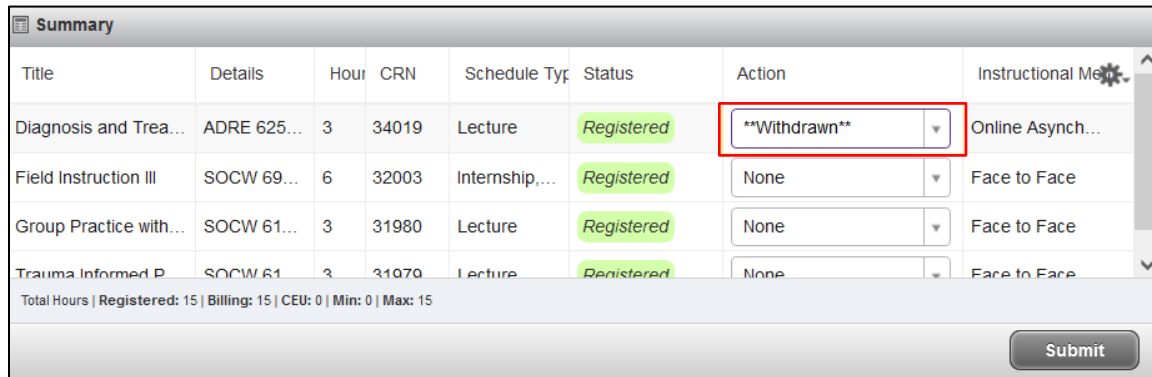
5. Click the Continue button.
6. In the summary window on the bottom right side of the screen, click on the Action drop down arrow for the course you would like to drop.



Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional Method
Diagnosis and Tre...	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	Face to Face

7. Select ****Withdraw**** 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.*

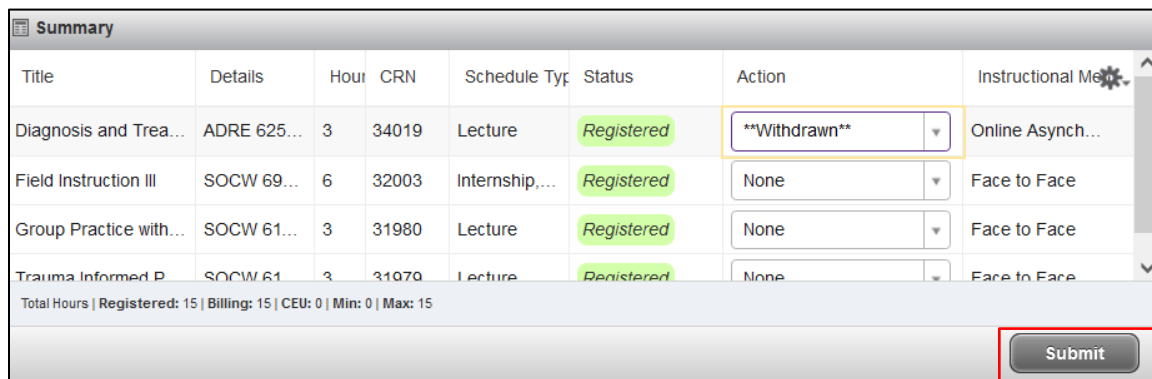


Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional Me
Diagnosis and Tre...	ADRE 625...	3	34019	Lecture	Registered	**Withdraw**	Online Asynch...
Field Instruction III	SOCW 69...	6	32003	Internship,...	Registered	None	Face to Face
Group Practice with...	SOCW 61...	3	31980	Lecture	Registered	None	Face to Face
Trauma Informed P...	SOCW 61...	3	31979	Lecture	Registered	None	Face to Face

Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 15

Submit

8. Click the Submit button.



Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional Me
Diagnosis and Tre...	ADRE 625...	3	34019	Lecture	Registered	**Withdraw**	Online Asynch...
Field Instruction III	SOCW 69...	6	32003	Internship,...	Registered	None	Face to Face
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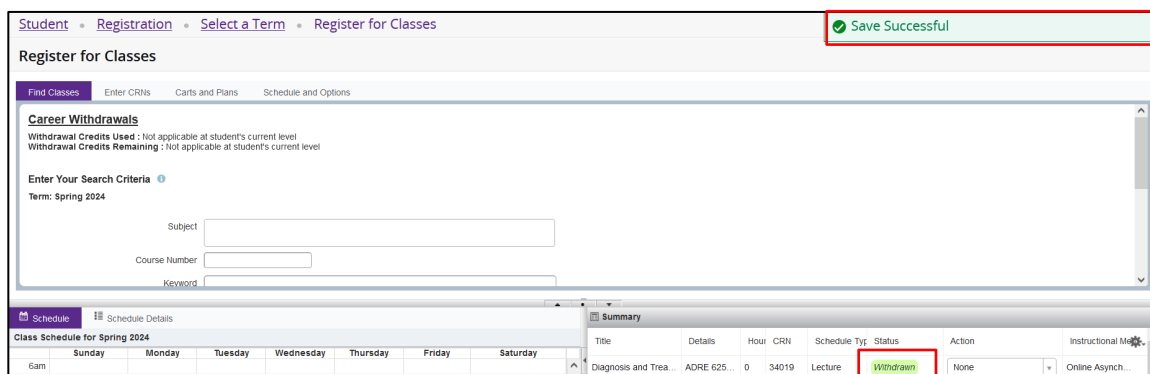
Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 15

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.

- **Reinstatement Policy** – 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.



Student • Registration • Select a Term • Register for Classes

Save Successful

Register for Classes

Find Classes | Enter CRNs | Carts and Plans | Schedule and Options

Career Withdrawals
Withdrawal Credits Used : Not applicable at student's current level
Withdrawal Credits Remaining : Not applicable at student's current level

Enter Your Search Criteria
Term: Spring 2024

Subject
Course Number
Keyword

Schedule | Schedule Details

Class Schedule for Spring 2024	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional Me
Diagnosis and Tre...	ADRE 625...	0	34019	Lecture	Withdrawn	None	Online Asynch...