



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

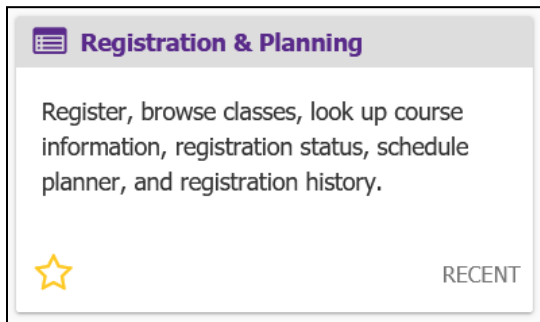
- It is highly recommended that you meet with your academic advisor and financial aid counselor (if applicable) before withdrawing from a course.
- **Withdrawing from a course may affect:**
 - On campus housing
 - Financial Aid/Scholarships
 - Degree progression/Graduation
 - Full-time enrollment status
 - Billing
 - Health Insurance/Student Blue
 - Veteran Benefits
- **You do not need a Registration Pin to withdraw from courses.**
- 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:

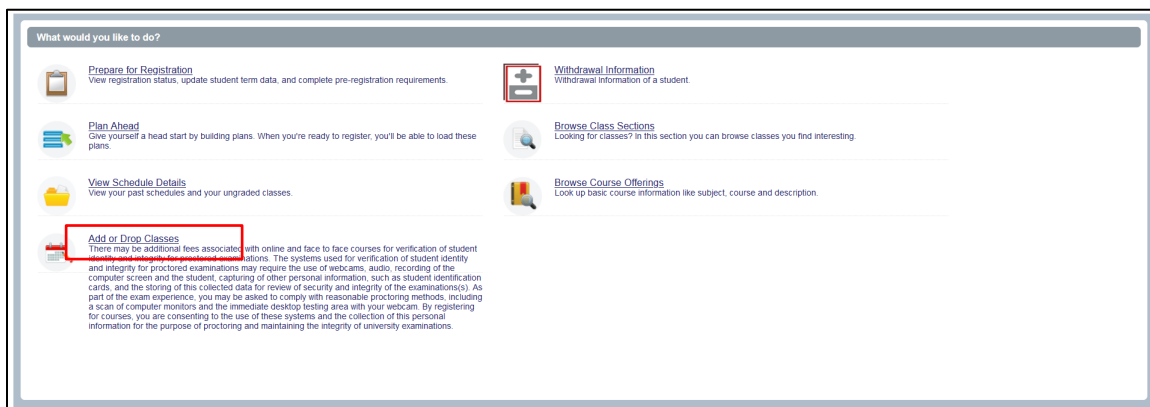
- You have no more available withdrawal credits.
- You have a hold that prevents registration which will restrict you from withdrawing from a course.
- You are withdrawing from your last course.
- You are attempting to withdraw from one course that has a prerequisite or corequisite course associated 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.
- **Undergraduate Policy on Withdrawals** - Students may withdraw from up to 16 semester hours during their undergraduate career. Students may use these withdrawals between the end of the course adjustment period and the deadline to withdraw from term-length courses without a grade, which is 60% of regularly scheduled course meetings, exclusive of final exams. Please refer to the [academic calendar](#) for withdrawal deadlines.
- **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:

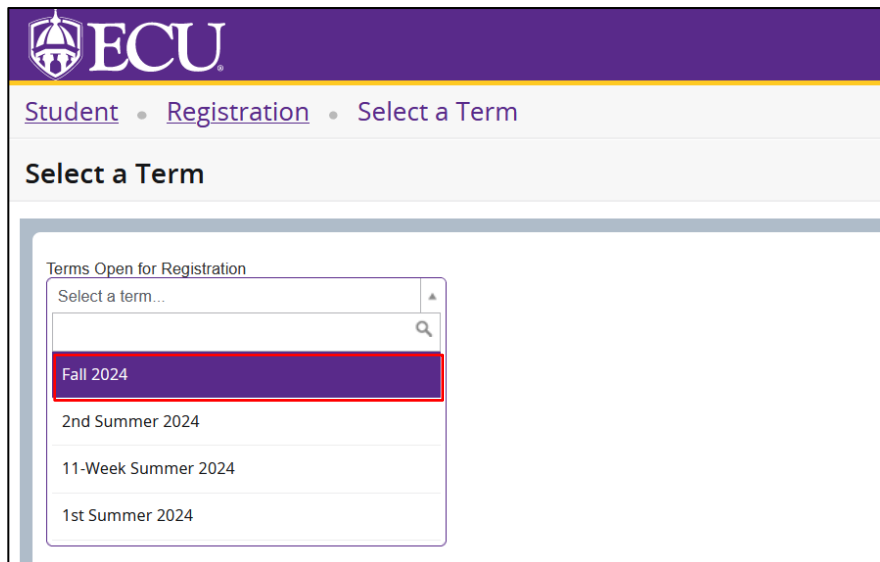
1. Log into Pirate Port.
2. Click on the Registration & Planning Card.



3. Click on the Add or Drop Classes link.



4. Select the current term.



5. Click the Continue button.

- 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 Type	Status	Action	Instructional Method
Hospitality Financial ...	HMG 465...	3	81953	Lecture	Registered	None	Online Asynchr...
Hospitality Human R...	HMG 445...	3	81952	Lecture	Registered	None	Online Asynchr...
Hospitality Law	HMG 424...	3	81945	Lecture	Registered	None	Online Asynchr...
Hospitality Marketing	HMG 444...	3	81950	Lecture	Registered	None	Face to Face

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

- 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.*

Summary							
Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional Method
Hospitality Financial ...	HMG 465...	3	81953	Lecture	Registered	None	Online Asynchr...
Hospitality Human R...	HMG 445...	3	81952	Lecture	Registered	None	Online Asynchr...
Hospitality Law	HMG 424...	3	81945	Lecture	Registered	**Withdrawn**	Online Asynchr...
Hospitality Marketing	HMG 444...	3	81950	Lecture	Registered	None	Face to Face

- Click the Submit button.

Summary							
Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional Method
Hospitality Financial ...	HMG 465...	3	81953	Lecture	Registered	**Withdrawn**	Online Asynchr...
Hospitality Human R...	HMG 445...	3	81952	Lecture	Registered	None	Online Asynchr...
Hospitality Law	HMG 424...	3	81945	Lecture	Registered	None	Online Asynchr...
Hospitality Marketing	HMG 444...	3	81950	Lecture	Registered	None	Face to Face

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Submit

- Undergraduate Students will receive a Withdrawal Information screen. The screen will provide you with the number of withdrawal credits used if you choose to withdraw from the selected course and how many you will have remaining after the withdrawal.

- Undergraduate Policy on Withdrawals** - Students may withdraw from up to 16 semester hours during their undergraduate career. Students may use these withdrawals between the end of the course adjustment period and the deadline to withdraw from term-length courses without a grade, which is 60% of regularly scheduled course meetings, exclusive of final exams. Please refer to the [academic calendar](#) for withdrawal deadlines.

- **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.

Withdrawal Information

You have requested to withdraw the course's listed below.

Requested Withdrawals

CRN	Subject	Course	Section	Title	Hours	Registration Issues
81953	HMG	4650	601	Hospitality Financial Management	3.0	

If you withdraw from the requested course(s), Your updated withdrawal counts will be :

Withdrawal Credits Used : 7
Withdrawal Credits Remaining : 9

Cancel the Withdrawal Complete the Withdrawal

10. Click the Cancel the Withdrawal button to exit the screen and not withdraw from the course OR click the Complete the Withdrawal button to continue with the withdrawal.

Withdrawal Information

You have requested to withdraw the course's listed below.

Requested Withdrawals

CRN	Subject	Course	Section	Title	Hours	Registration Issues
81953	HMG	4650	601	Hospitality Financial Management	3.0	

If you withdraw from the requested course(s), Your updated withdrawal counts will be :

Withdrawal Credits Used : 7
Withdrawal Credits Remaining : 9

Cancel the Withdrawal Complete the Withdrawal

- If you click the Complete the Withdrawal button, your course will display Withdrawn, and a Save Successful message will appear at the top of the screen.

Summary							
Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional Method
Hospitality Financial ...	HMG 465...	0	81953	Lecture	Withdrawn	None	Online Asynchr...
Hospitality Human R...	HMG 445...	3	81952	Lecture	Registered	None	Online Asynchr...
Hospitality Law	HMG 424...	3	81945	Lecture	Registered	None	Online Asynchr...
Hospitality Marketing	HMG 444...	3	81950	Lecture	Registered	None	Face to Face

Total Hours | Registered: 9 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

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

- If you click the Cancel the Withdrawal button, the Submit button will be grayed out. Change the ****Withdrawn**** selection on the course back to none.

Summary							
Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional Method
Hospitality Financial ...	HMG 465...	0	81953	Lecture	Withdrawn	None	Online Asynchr...
Hospitality Human R...	HMG 445...	0	81952	Lecture	Withdrawn	None	Online Asynchr...
Hospitality Law	HMG 424...	3	81945	Lecture	Registered	**Withdrawn**	Online Asynchr...
Hospitality Marketing	HMG 444...	3	81950	Lecture	Registered	None	Face to Face

Total Hours | Registered: 6 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Submit

Summary							
Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional Method
Hospitality Financial ...	HMG 465...	0	81953	Lecture	Withdrawn	None	Online Asynchr...
Hospitality Human R...	HMG 445...	0	81952	Lecture	Withdrawn	None	Online Asynchr...
Hospitality Law	HMG 424...	3	81945	Lecture	Registered	None	Online Asynchr...
Hospitality Marketing	HMG 444...	3	81950	Lecture	Registered	None	Face to Face

Total Hours | Registered: 6 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Submit

IMPORTANT: If you select ****Withdrawn**** again on the same course during the same session and click the Submit button, you will not be presented with the Withdrawal Information screen and will be withdrawn from the course.