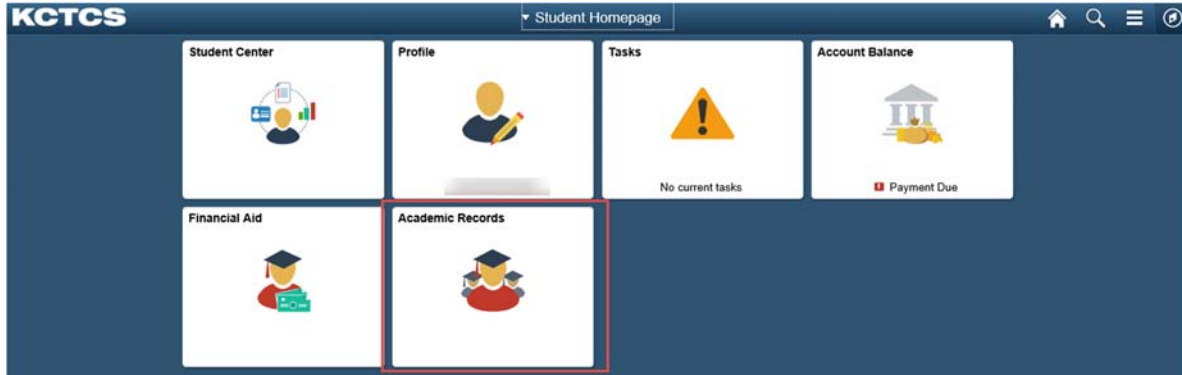


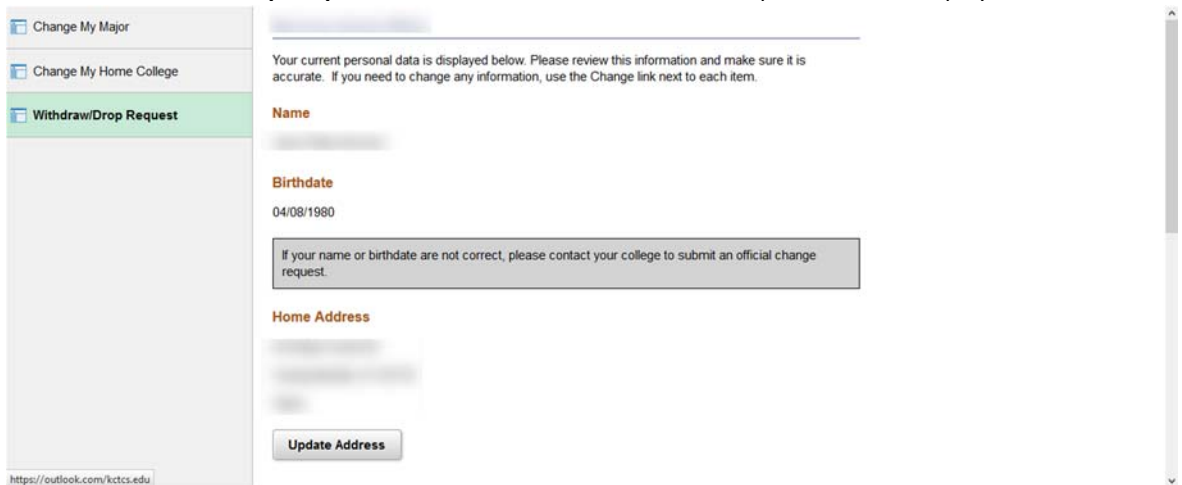
When a student does not have access to withdraw/drop a course, they can initiate the withdraw/drop using a form in Student Self-Service.

From the Student Homepage:

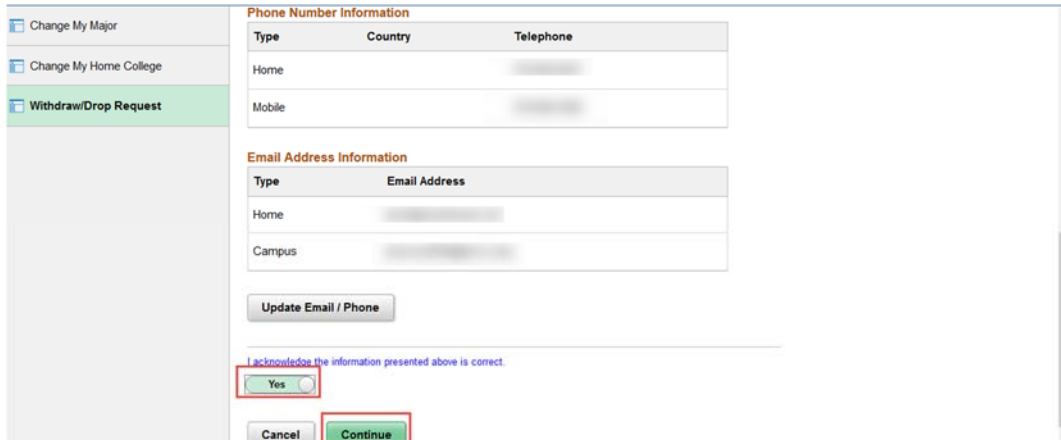
1. Click the **Academic Records** tile.



2. Click the **Withdraw/Drop Request** from the left hand menu. Current personal data displays.



3. At the bottom of the page, click on the slider bar to change acknowledgement from No to Yes to proceed. Click **Continue**. *If any changes need to be made, use the update buttons for each section.*




4. Click the **magnifying glass**  to search for the term to withdraw/drop a class.

Select the term for which you wish to withdraw/drop. You must complete a separate form for each term when dropping/withdrawing from more than one term.

Current Academic Plan
Industrial Maintenance Tech

Current Academic Sub-Plan
Adv Manufacturing Tech Track

*Term


 

5. An acknowledgement statement appears. Click on the slider bar to change acknowledgement from No to Yes to proceed.

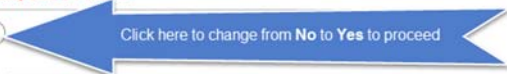
Select the term for which you wish to withdraw/drop. You must complete a separate form for each term when dropping/withdrawing from more than one term.

Current Academic Plan
Industrial Maintenance Tech

Current Academic Sub-Plan
Adv Manufacturing Tech Track

*Term
Fall 2017 (4174) 

I understand withdrawing/dropping from one or more courses could mean repaying back all or a portion of aid that was disbursed to my account. I also understand I may not receive a tuition refund and may owe a balance.

No  Click here to change from No to Yes to proceed

6. **Pending Withdraw/drop requests** and the **Current Class Schedule** appears. Classes in the **Current Class Schedule** can be selected to drop by placing a checkmark in the box next to the appropriate class(es).

Pending Withdraw/Drop Requests

All requests will be in a pending status until finalized by your home college.

Current Class Schedule (Refer to the academic calendar for classes requiring instructor permission)

| <input type="checkbox"/> | Subject | Class Nbr | Description | Instructor | Start Date | End Date |
|-------------------------------------|---------------|-----------|--------------------------------|------------|------------|------------|
| <input type="checkbox"/> | CMM110 (LAB) | 58112 | Fundamentals Machine Tools - A | | 08/14/2017 | 12/10/2017 |
| <input checked="" type="checkbox"/> | EET273 (LAB) | 51503 | Electrical Motor Contrl II Lab | | 08/14/2017 | 12/10/2017 |
| <input checked="" type="checkbox"/> | EET272 (LEC) | 51499 | Electrical Motor Controls II | | 08/14/2017 | 12/10/2017 |
| <input type="checkbox"/> | CMM110 (LEC) | 51481 | Fundamentals Machine Tools - A | | 08/14/2017 | 12/10/2017 |
| <input type="checkbox"/> | IET1304 (LEC) | 51397 | Problem Solving | | 08/14/2017 | 12/10/2017 |

7. In the **Reason for withdraw/drop**, select the drop down arrow to select a reason for dropping the class and click the **Continue** button that appears.

***Reason for withdraw/drop**

▼

- Academic Concerns
- Child Care
- Employment
- Financial
- Medical
- Other
- Personal
- Schedule Conflict
- Transportation

8. Answer each of the questions concerning assistance and then click **Continue**.

Note: *The slider bars are defaulted to “No”. If answering “Yes”, click the slider bar to change it to “Yes”.*

Current Academic Sub-Plan
Adv Manufacturing Tech Track

Term
Fall 2017 (4174)

Are you receiving any type of aid: Grants, Scholarships, or loans?

No

Early withdrawal from courses may affect financial aid.

Are you receiving Veterans Benefits?

No

Early withdrawal from courses may affect Veterans Benefits.

Do either of the following scenarios apply to you?:

1. You are not withdrawing from all of your courses for this term; you still plan to attend your remaining courses for the term
2. You plan on enrolling in any new classes for this semester that have not started yet

No

9. If everything appears correct, select the **Submit** button.

Reason for Withdraw/Drop
Academic Concerns

Selected course(s) to withdraw/drop 2 rows

| Subject Description | Class Nbr | Description | Instructor | Start Date | End Date |
|---------------------|-----------|--------------------------------|------------|------------|------------|
| EET273 (LAB) | 51503 | Electrical Motor Contrl II Lab | | 08/14/2017 | 12/10/2017 |
| EET272 (LEC) | 51499 | Electrical Motor Controls II | | 08/14/2017 | 12/10/2017 |

Requested By

Requested On
08/11/2017 7:29AM

10. Click **Return** or click the **Home**  icon to return to the Student Homepage.