

How to Withdraw (Drop) a Course (after Late Registration)



1. Log in to the
2. Click on the *Academics/Career-Technical* page icon



3. Click on **Withdrawal Request Form** in the *Withdrawal* portlet.
4. The **Withdrawal Request Form** will be displayed showing the status of the courses your are currently enrolled in. To withdraw (drop) a course, click on the checkbox to the right of the courses you would like to withdraw from.

WITHDRAWAL

To withdraw (drop) a course after late registration, complete and submit the [Withdrawal Request Form](#). Enter your student portal username and password (if prompted). Proceed to complete and submit the form. Your instructor will be notified by email and will submit your last date of attendance to the administrative office for processing.

[Help Guide](#)

H **Withdrawal Request Form**

Holmes ID: H00204639 Name: Test Account

Withdrawing from a course does not remove your responsibility to pay your balance due.

Below is the status of your course(s) for Spring 2013.

To **WITHDRAW** click the box to the right of the course(s) you wish to withdraw from and click **SUBMIT**.
 To **EXIT** the withdrawal request process without changes select the in the upper right corner.
 To **VIEW** or **PRINT** a copy of your course status report click **SUBMIT**.

<p>10890 - BOA 1413 001 CLAS Keyboarding - Austin, Lilly <small>Last Day to Withdraw From Keyboarding - April 05, 2013</small></p>	<p>If you would like to withdraw from Keyboarding Click Here --> <input type="checkbox"/></p>
<p>10349 - EDU 0113 HA CLAS Praxis I Preparation - Austin, Lilly <small>Last Day to Withdraw From Praxis I Preparation - April 05, 2013</small></p>	<p>If you would like to withdraw from Praxis I Preparation Click Here --> <input type="checkbox"/></p>
<p>10429 - LLS 1313 HE CLAS Orientation - Austin, Lilly <small>Last Day to Withdraw From Orientation - April 05, 2013</small></p>	<p>If you would like to withdraw from Orientation Click Here --> <input type="checkbox"/></p>

10349 - EDU 0113 HA CLAS Praxis I Preparation - Austin, Lilly
 Last Day to Withdraw From Praxis I Preparation - **April 05, 2013** If you would like to withdraw from **Praxis I Preparation** Click Here -->.



If you clicked on the Withdrawal Request Form by mistake, you may EXIT without changes by clicking on the in the upper right corner of the page.

5. To view the status of your courses, click . The Survey Screen will be displayed showing the courses you have selected to withdraw from.
 - If no courses were selected, there will be no courses listed on this page. You may EXIT by clicking on the in the upper right corner of the page.
 - If you have decided NOT to withdraw from a course that you selected, you **MUST** still complete the survey. However, after you click [SUBMIT](#), you will be allowed to change your decision to withdraw by selecting NO when asked to verify your request on the next screen.

H **Withdrawal Request Form**

Holmes ID: H00204639 Name: Test Account

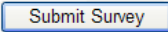
You are requesting to withdraw from the course(s) listed below for Spring 2013.



* If no courses are listed, click **SUBMIT** to view your course status report or click the in the upper right corner to EXIT.
 * To continue the withdrawal process, you **MUST** complete the withdrawal survey(s) for each course(s) listed below that you wish to withdraw from.
 * If you have decided NOT to withdraw from a course listed below, you **MUST** still complete the survey. However, after you click **SUBMIT**, you will be allowed to change your decision to withdraw by selecting NO when asked to verify your request.

When all surveys have been completed, click **SUBMIT to continue.**

<p>10349 - EDU 0113 HA CLAS Praxis I Preparation</p>	<p>Click Here for Survey</p>
--	--

[SUBMIT](#)




- For each course you selected to withdraw from, a withdrawal survey **MUST** be completed in order to continue. To access the survey for the course, [Click Here for Survey](#), complete the survey, and click . You will be brought back to this screen until all surveys are completed. When all surveys have been completed, click [SUBMIT](#) to continue.
- The Verify Screen will be displayed. You will be asked to verify whether or not you would like to withdraw from the courses you selected.

- If no courses are listed, click  to exit the form.
- Select NO if you do NOT wish to withdraw from the courses. Upon submission, your withdrawal request for the courses will be cancelled.
- Select YES if you wish to withdraw from the courses. Upon submission, your withdrawal request for the courses will be processed.
- Click  to continue.



- Your Course Status Page will be displayed showing the status of your courses. You may print a copy for your records or exit the form when done.



- Courses will be listed in one of three sections:
 1. Currently Enrolled Courses
 2. Courses You Have Requested to Withdraw From (if applicable)
 3. Courses You Have Been Withdrawn From (if applicable)
- To print a copy for your records, click  at the top of the page.
- To print a copy of your Withdrawal Survey for a course, [Click Here to See Survey](#), then click  at the top of the page.
- For each course that you requested to withdraw (drop) from, your request will be emailed to your instructor, who will submit your Last Date of Attendance (LDA) to the proper Administrative Office to continue the process of the withdrawal request.
- Once your request has been completed by the Administrative Office, your Last Date of Attendance (LDA) will be displayed next to the course you requested to withdraw (drop) from.
 -  If you submitted a Withdrawal Request Form by mistake, you **MUST** contact the Administrative Office to request to be re-enrolled.
 - For eLearning courses, contact the eLearning Office.
 - For campus courses, contact the Academic Dean's Office of the campus you are attending.

Note: When done, be sure you close (X) the page, log out of My Holmes, and close the browser.