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

1. Log in to the Portal.
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 you 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.

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 Submit. 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.

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6. 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 **Submit Survey**. You will be brought back to this screen until all surveys are completed. When all surveys have been completed, click **SUBMIT** to continue.

7. 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 **X** 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 **Submit** to continue.

8. 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 Courses You Have Been Withdrawn From (if applicable)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.