

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



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



**WITHDRAWAL**

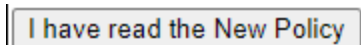
**Important Reminder:** You must use [Internet Explorer](#) or [Mozilla Firefox](#).

To "Withdraw" (drop) from a course after late registration, COMPLETE and SUBMIT the [Withdrawal Request Form](#). Enter your Holmes ID Number and Date of Birth. Select the course you wish to withdraw from. Your instructor will be notified by email and will submit your last date of attendance to the administrative office for processing.

[Help Guide](#)

3. Click on **Withdrawal Request Form** in the *Withdrawal* portlet.

4. The Withdrawal Policy will be displayed. To verify that you have read the policy, enter your Holmes ID number and Date of Birth and click



5. The **Withdrawal Request Form** will be

## Withdrawal Request Form

Name: Test Test Account-Two

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

**Holmes Community College Withdrawal Policy**

- You are unable to withdraw prior to 50%. If you have an extenuating circumstance, please contact the appropriate Administrative Office listed on the next page.
- If you cannot prior to 50%, you will receive a grade of "F" for the course and will be assessed a fee on your account.
- If you withdraw or cannot after 50% and prior to 75%, you will receive a grade of "W" for the course and will be assessed a fee on your account.
- All fees must be paid prior to being withdrawn from your last course.

Holmes ID

Date of Birth

I have read the New Policy

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.

**NOTE:** If you wish to withdraw from **ALL** courses, please check all courses **EXCEPT** the last course.

## Withdrawal Request Form

Holmes ID: H00226758    Name: Test Test Account-Two

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

**Below is the status of your course(s) for Fall 2020.**

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.

<b>80332 - ART 1113 HA CLAS Art Appreciation - Cheatham, John</b> <small>Last Day to withdraw from Art Appreciation is October 30, 2020</small>	If you would like to withdraw from Art Appreciation Click Here ---> <input checked="" type="checkbox"/>
<b>80388 - HIS 1113 HA CLAS Western Civilization I w/eBook - Barton, Caroline</b> <small>Last Day to withdraw from Western Civilization I w/eBook is October 30, 2020</small>	If you would like to withdraw from Western Civilization I w/eBook Click Here ---> <input checked="" type="checkbox"/>
<b>80836 - LLS 1313 HB CLAS Orientation - Grace, Wendy</b> <small>Last Day to withdraw from Orientation is October 30, 2020</small>	If you would like to withdraw from Orientation Click Here ---> <input type="checkbox"/>

**80332 - ART 1113 HA CLAS Art Appreciation - Cheatham, John**  
Last Day to withdraw from Art Appreciation is October 30, 2020
If you would like to withdraw from Art Appreciation Click Here --->



If you clicked on the Withdrawal Request Form by mistake, you may EXIT without changes by clicking on the X to close the browser.

6. 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 X to close the browser.

7. 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.

**Holmes** Withdrawal Request Form  
 Holmes ID: H00226758 Name: Test Account-Two

You are requesting to withdraw from the course(s) listed below for Fall 2020.

- \* 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.

80332 - ART 1113 HA CLAS Art Appreciation [Click Here for Survey](#)  
 80388 - HIS 1113 HA CLAS Western Civilization I w/eBook [Click Here for Survey](#)

[SUBMIT](#)

8. When all surveys have been completed, click [SUBMIT](#) to continue.

**Holmes** Withdrawal Request Form  
 Holmes ID: H00226758 Name: Test Account-Two

You are requesting to withdraw from the course(s) listed below for Fall 2020.

- \* 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.

[SUBMIT](#)

9. 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  to continue.

**Holmes** Withdrawal Request Form  
 Holmes ID: H00226758 Name: Test Account-Two

Please note that withdrawing from courses may affect the following:

- \* Financial Aid Awarded
- \* Scholarships based on minimum hours enrolled
- \* Dorm Status (must be enrolled in a minimum of 15 hours)
- \* Graduation

You are requesting to withdraw from the course(s) listed below for Fall 2020. Please verify whether or not you wish to withdraw.

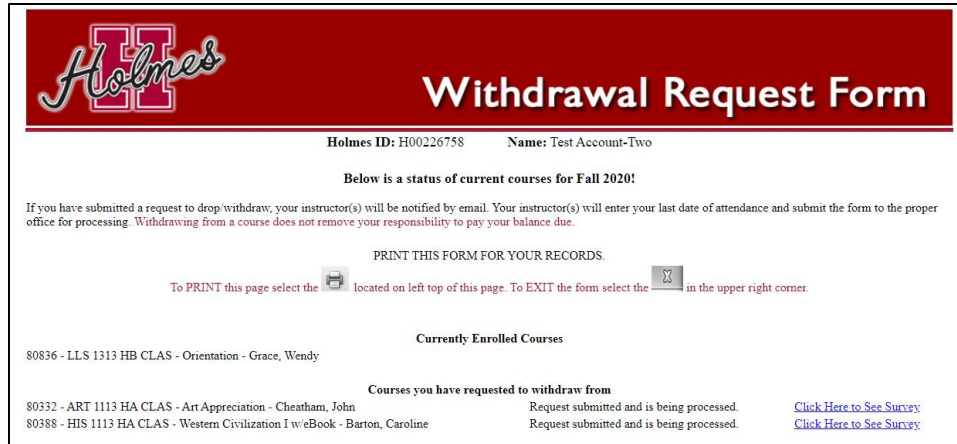
If no courses are listed, click SUBMIT to view your course status report or click the  in the upper right corner to EXIT.



- \* To **WITHDRAW** from a course listed below, select **YES**.
- \* If you **DO NOT** wish to withdraw from a course listed below, select **NO**.

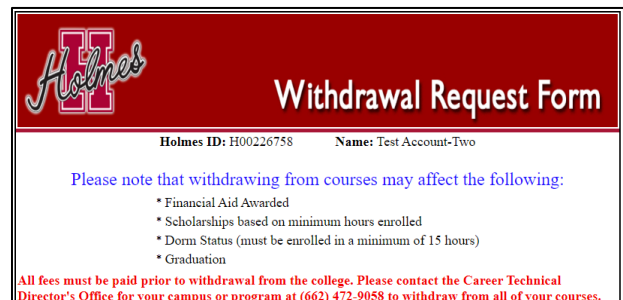
To continue and view your course status report, click **SUBMIT**.

80332 - ART 1113 HA CLAS Art Appreciation  YES  NO  
 80388 - HIS 1113 HA CLAS Western Civilization I w/eBook  YES  NO

10. 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.
- The system will not allow you to drop your last course, but will provide contact information.



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