

# Withdrawing After Drop/Add

## Overview

No students may withdraw themselves from *all* courses at any point in time (this is considered a University Withdrawal). Students are, however, able to withdraw themselves from all courses, *except* the last remaining course for the semester within the designated withdrawal period.

▶ Those students wishing to withdraw from *ALL* registered courses should withdraw from all but one course online, then complete the [Last Class Withdrawal](#) via MyUWF to complete and finalize the withdrawal process.

***Withdrawing from courses may affect a student's financial aid and/or excess hours.***

Students with a minimum hour restriction are required to maintain a certain number of hours due to your current status (athlete, veteran, international student, academic probation, etc.); see [Understanding Minimum/Maximum Semester Hour Restrictions](#).

For additional information pertaining to UWF's withdrawal policies, please see the [Withdrawal](#) portion of the [Undergraduate Catalog](#).

! Students should not attempt to drop or withdraw from any course in which he/she is going through the Academic Misconduct process. If the student does remove themselves from the course, the student will be manually re-added to the course by the Office of the Registrar pending a final decision from Student Affairs.

See [Withdrawing from a course- Spring 2019](#) for Spring Withdrawals

## Instructions

To Withdraw from a Course:

1. Search for, then select the Registration Menu app in MyUWF. Then, click on the "Registration" link.
2. Select the "Register for Classes" option.

The screenshot shows the MyUWF Registration menu. At the top, there is a breadcrumb trail: Student > Registration. Below this, the word "Registration" is displayed. A section titled "What would you like to do?" contains five options, each with an icon and a brief description. The "Register for Classes" option is highlighted with a red box. The other options are: "Prepare for Registration" (calendar icon), "Browse Classes" (magnifying glass icon), "Browse Course Catalog" (book icon), and "View Registration Information" (calendar icon).

Icon	Option Name	Description
Calendar	Prepare for Registration	View registration status, update student term data, and complete pre-registration requirements.
Magnifying Glass	Browse Classes	Looking for classes? In this section you can browse classes you find interesting.
Book	Browse Course Catalog	Look up basic course information like subject, course and description.
Calendar	View Registration Information	View your past schedules and your ungraded classes.
Calendar	Register for Classes	Search and register for your classes. You can also view and manage your schedule.

3. Select the term which you want to Withdraw and enter your Alternate Pin. Then, click "Continue".

[Student](#) • [Registration](#) • [Select a Term](#)

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## Select a Term

Terms Open for Registration  
Spring 2019 07-JAN-2019 - 04-MAY-2019

Alternate PIN\*

4. From the drop down box, select the "Withdrawal" option. Then, Click "Submit".

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
MBA Foundations: e-Busj...	GEB 5870, 0	1.5	10836	Class Le...	Registered	None None Withdraw (Web)
MBA Foundations: Manag...	GEB 5871, 900	1.5	11268	Class Le...	Registered	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 1 | Max: 12

5. The Current Schedule page should now reflect that you have successfully withdrawn from the course.

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MBA Foundations: e-Busj...	GEB 5870, 0	1.5	10836	Class Lec...	Withdrawn	None
MBA Foundations: Manag...	GEB 5871, 900	1.5	11268	Class Lec...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 1 | Max: 12

## To Withdraw from ALL Courses (University Withdrawal)

Complete the steps to withdraw from all courses except one final course. Complete the [Last Class Withdrawal](#) via MyUWF (see Overview section at the top of this page).

## Medical Withdrawal Process

To qualify for a medical withdrawal, the student is required to complete and submit the [Request for Medical Withdrawal Form](#) with supporting documentation to the Dean of Students office (DSO), Building 21/Room 130.

The DSO will review the documentation and determine whether the criteria for a medical withdrawal have been met. The student will receive email notification once the decision has been made. The medical withdrawal process normally takes 10 to 14 working days.

For specific information pertaining to require documentation and policies related to Medical Withdrawals, please see the [Medical Withdrawal](#) section in the Catalog.

## FAQs

Check to see the error message you are getting. You may be subject to stay in minimum hours for various reasons. If so, please contact your advisor. If you are attempting to withdraw from all classes you must **MUST** contact the [Withdrawal Coordinator](#) in the Office of the Registrar to complete the process.

Generally, the withdrawal deadline for Part of Term 5-9 courses is the last day of the class, unless the class end date crosses over into the following semester. In this case, the withdrawal deadline is the last day of the semester in which said course started. Please email [registrar@uwf.edu](mailto:registrar@uwf.edu) for assistance with withdrawing from Parts of Term 5-9 courses before the deadline passes.

## Previous/Next Steps

[Registering for Courses](#)

[Dropping Courses](#)

[Viewing a Student Schedule](#)

[Viewing holds](#)

[Understanding Minimum/Maximum Semester Hour Restrictions](#)

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