Withdrawing After Drop/Add

Overview

After the drop/add period, a student may withdraw from an individual course(s) while remaining in other courses through approximately the thirteenth week of instruction of any fall or spring semester. A grade of "W" will be assigned during this period. Refunds are not issued for individual course withdrawals. Students may process withdrawals online through the "Registration Menu" app in MyUWF following the instructions for Withdrawing After Drop/Add.

*Freshmen, student-athletes, and international students (F-1/J-1 visa holders) may be unable to withdraw themselves from classes due to a minimum hour restriction. Students with a minimum hour restriction are required to maintain a certain number of hours due to their current status; see <u>Understanding Minimum/Maximum Semester</u> Hour Restrictions. If unable to withdraw via MyUWF these students should reach out to their academic advisor for assistance.

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

For additional information pertaining to UWF's withdrawal policies, please see the Withdrawal portion of the Undergr aduate 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.

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.



3. Select the term which you want to Withdraw and enter your Alternate Pin. Then, click "Continue". If you do not have a PIN please contact your Academic Advisor.

Student • Registration • Select a Term
Select a Term
Terms Open for Registration
Spring 2019 07-JAN-2019 • 04-MAY-2019

Alternate PIN*	
Continue	

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

Summary Title Details CRN Schedule Type Status Action ☆. Hours None MBA Foundations: e-Busi GEB 5870, 0 1.5 10836 Class Le. Registered None MBA Foundations: Manag... GEB 5871, 900 1.5 11268 Registered Class Le. Withdraw (Web Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 1 | Max: 12 Subr 5. The Current Schedule page should now reflect that you have successfully withdrawn from the course. Summary Title Details Hours CRN Schedule Type Status Action ☆. MBA Foundations: e-Busi ... GEB 5870, 0 1.5 10836 Class Lec. Withdra None v MBA Foundations: Manag... GEB 5871, 900 1.5 11268 Class Lec. Registered None ٣ Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 1 | Max: 12

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.

Generally, the withdrawal deadline for Parts 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 for assistance with withdrawing from Parts of Term 5-9 courses before the deadline passes.

Effective Spring 2022: The withdrawal deadline for Parts of Term 5 - 9 courses will be 7 days prior to the last day of the course. For example, if the course ends on 7/26, then the withdrawal deadline will be 7/20. Please email the Office of the Registrar prior to the deadline to withdraw from the course.

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Instructions

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1. Search for, then select the Registration Menu app in MyUWF. Then, click on the "Registration" link.

2. Select the "Register for Classes" option.

student = Registration	
Registration	
What would you like to do?	
Presare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.
Browse Classes Looking for classes? In this section you can browse classes you find interesting.	View Registration information View your past schedules and your ungraded classes.
Browse Course Catalog Look up basic course information like subject, course and description.	

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

<u>Student</u> = <u>Registration</u> = Select a Term
Select a Term
Terms Open for Registration Spring 2019 07-JAN-2019 • 04-MAY-2019 Alternate PIN* Continue

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-Busi	GEB 5870, 0	1.5	10836	Class Le	Registered	None		
MBA Foundations: Manag	GEB 5871, 900	1.5	11268	Class Le	Registered	None Withdraw (Web)		
						-		
Total Hours Registered: 3 Billing: 3 CEU: 0 Min: 1 Max: 12								

Submit

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

	📰 summary								
	Title	Details	Hours	CRN	Schedule Type	Status	Action		☆.
	MBA Foundations: e-Busi	GEB 5870, 0	1.5	10836	Class Lec	Withdrawn	None	v	
4	MBA Foundations: Manag	GEB 5871, 900	1.5	11268	Class Lec	Registered	None	v	
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