

Withdrawing from a course- Spring 2019

Overview

These instructions are for how to Withdraw from a course in the Spring 2019 semester and prior. For Summer 2019 and forward, please see [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.

If attempting to withdraw from a class which would drop a student below the minimum hours required for the student, an error message will appear:

blocked URL A minimum hours restriction prevented the processing of your request.

- If you get this message, you are required to maintain a minimum 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.

Instructions

To Withdraw from a Course:

1. Search for, then select the Registration Menu app in MyUWF.
2. Select "Spring 2019 Registration Only"

The screenshot shows the MyUWF interface with a navigation bar at the top containing links for Personal Information, Student (highlighted), Financial Aid, Faculty Services, and Employee. Below the navigation bar are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is "Student Records and Registration". Under this heading, the "Spring 2019 Registration Only" link is highlighted with a red rectangular box. Other visible links include Summer/Fall 2019 Registration, Final Grades, View Academic Transcript, View Student Information, Apply to Graduate, View Application To Graduate, and Order official transcript from Parchment. At the bottom of the menu, it says "RELEASE: 8.8.2.1" and "© 2019 Ellucian Company L.P. and its affiliates."

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3. Choose the Add or Drop Classes link.

The screenshot shows a web interface with three tabs: 'Personal Information', 'Student', and 'Faculty Services'. The 'Student' tab is active. Below the tabs is a search bar with a 'Go' button. The main heading is 'Registration'. A list of links is displayed below the heading, with 'Add or Drop Classes' circled in red.

Personal Information **Student** Faculty Services

Search Go

Registration

- Select Term
- Registration Status
- Look Up Classes (View Only)
- Add or Drop Classes**
- Change Grade Mode or Credit Hours
- Student Detail Schedule
- Concise Student Schedule
- Registration History
- Enrollment Certification

- You may be asked to select a term if not done previously.
4. In the Action column, select the Withdraw (Web) option in drop-down box next to the course you wish to withdraw from.
5. Click the Submit Changes button at the bottom of the page.

The screenshot shows the 'Add or Drop Classes' page. It has tabs for 'Personal Information', 'Student', 'Faculty Services', and 'Employee'. The 'Student' tab is active. Below the tabs is a search bar and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Add or Drop Classes'. A message states: 'To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.' Below this is a section titled 'Current Schedule' with a table. The 'Action' column for the first row is circled in red, showing 'Withdraw (Web)'. Below the table, there are statistics for credit hours and a date. At the bottom, there is an 'Add Classes Worksheet' section with a row of input boxes for CRNs and a 'Submit Changes' button circled in red.

Personal Information **Student** Faculty Services Employee

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered (Web) on Feb 03, 2014	Withdraw (Web)	80002	ACG	2021	1	Undergraduate	3.000	Standard Letter Grade	Principles of Financial Accounting
Registered (Web) on Feb 03, 2014	None	81154	ENC	1101	0	Undergraduate	3.000	Standard Letter Grade	English Composition I

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 03, 2014 04:08 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes

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

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Withdraw (Web) on Feb 03, 2014		80002	ACG	2021	1	Undergraduate	3.000	Standard Letter Grade	Principles of Financial Accounting
Registered (Web) on Feb 03, 2014	None	81154	ENC	1101	0	Undergraduate	3.000	Standard Letter Grade	English Composition I

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 03, 2014 04:11 pm

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.

Previous/Next Steps

[Registering for Courses](#)

[Dropping Courses](#)

[Viewing a Student Schedule](#)

[Viewing holds](#)

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