How to Withdraw From Courses Online

Log into Banner Self-Service

Select Student on the gray tab

Select Registration
Enter your Alternate pin

Alternate PIN Verification

Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Spring 2015 registration begins October 30, 2014 and ends January 16, 2015. Students will begin registering as follows based on CURRENT EARNED hours:

- Thursday, October 30 – Seniors, graduate level, doctoral, online degree completion, honors, early college, athletes, special PNR/101/31
- Monday, November 3 – Juniors
- Monday, November 10 – Sophomores
- Monday, November 17 – Freshmen, Special Visiting

ALEXIT – If you register for online courses, there may be additional fees for verification of student identity for proctored examinations. You should contact your chosen proctor for the information or re-register course at Proctor Information.

Alternate PIN: [Enter PIN]

Submit

Select Add/Drop/Withdraw

Spring 2016 Registration ends January 15

For course section descriptions, please click section descriptions.

If you have any questions, please contact your advisor.

Select Term

Add/Drop/Withdraw from Classes
Link Up Classes
Change Class Options
Freeze a Class
Student Detail Schedule
Withdrawing Information
Registration Status
Active Registration
Registration History
Registration Fee Assessment
Payment Plan
Additional Credits

Select the appropriate term and click Submit
Your schedule may appear similar to below. The informational messages in red may be slightly different.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Core-Sect-Level</th>
<th>Core-Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>2022</td>
<td>1</td>
<td>Undergraduate 2.000 Normal Grade Health and Wellness</td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>2022</td>
<td>1</td>
<td>Undergraduate 2.000 Normal Grade Clinical &amp; Counseling</td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>2022</td>
<td>1</td>
<td>Undergraduate 2.000 Normal Grade Psychology</td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>2022</td>
<td>1</td>
<td>Undergraduate 2.000 Normal Grade History &amp; Systems of Pract.</td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>2022</td>
<td>1</td>
<td>Undergraduate 2.000 Normal Grade Education</td>
</tr>
</tbody>
</table>

Total Credit Hours: 25.890
Billing Hours: 25.890
Minimum Hours: 0.000
Maximum Hours: 23.890
Date: Jan-06, 2016 01:41 pm

### Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRN</th>
</tr>
</thead>
</table>

Submit Changes  Class Search  Reset

Select the withdraw option for the course you wish to withdraw.

Click Submit Changes
Your withdrawal information will display as below for you to verify if this is the course of action you wish to take. Click the appropriate option.
If you select Cancel Withdrawal, the withdrawal will not be processed and your schedule will return similar to below:

You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN Subj</th>
<th>Curs Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2855 PSYC 421</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade Cognitive Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2612 HEED 112</td>
<td>D1</td>
<td>Undergraduate 2.000 Normal Grade Health and Wellness</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2808 PSYC 342</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade Intro Clinical &amp; Counseling Ps</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2827 PSYC 381</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade Child Psychopathology</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2852 PSYC 400</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade History &amp; Systems of Psy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on May 04, 2015</td>
<td>None</td>
<td>3084 MATH 123</td>
<td>O2</td>
<td>Undergraduate 4.000 Normal Grade College Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on May 20, 2015</td>
<td>None</td>
<td>2020 COMM 240</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade News Editing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 21.000
Billing Hours: 21.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Jan 06, 2016 05:01 pm
If you select Complete Withdrawal, the withdrawal will process and return to you similar as below. Note the course status column. You have now completed the course withdrawal process. Your course withdrawal totals have now been updated to reflect your number of withdrawal credits and remaining credits.

You may now log off.

**NOTES:**

- You will receive an email similar to below to also confirm your course withdrawal.

From: Course_Warounds
Sent: Monday, June 01, 2015 10:29 AM
To: Baker, Sarah
Subject: Course Withdrawal Processed

Hello **STUDENT NAME**,

Your withdrawal request has been successfully processed for the following course(s).

<table>
<thead>
<tr>
<th>TERM</th>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester 2015</td>
<td>2852</td>
<td>PSYC</td>
<td>400</td>
<td>History &amp; Systems of Psyc.</td>
</tr>
</tbody>
</table>

**Withdrawal Credits Information**

Withdrawal Credits Used : 14
Withdrawal Credits Remaining : 2

Regards,
University Registrar
- You should confer with your advisor and instructor of the course before withdrawing from a course. Your financial aid could be in jeopardy if you do not maintain the 67% earned/attempted ratio.

- The only option available during the course withdrawal period will be “Withdraw from Course via Web”. Once the course withdrawal period ends, the option will no longer be available.

- You will not be able to withdraw from all courses using this method. You must consult with Personal Development to withdraw from the university.

If you try to withdraw from all courses, you will receive one of two messages as below:

- This Withdrawal request cannot be performed because it would exceed your available withdrawal limits. Click Return to Add or Drop Classes.

OR

- If you select to withdraw from all courses and still within your credit limit, you will receive the error message “You cannot drop your last class online. To withdraw from the University, please contact Personal Development at (910) 672 1222/1203”.
All courses but the last may be processed; however your financial aid may be affected. Office of Financial Aid, Housing, Bookstore, BroncoCard and Personal Development will be notified that your intent is to withdraw from the university. You will then be considered a non-student.