


## WITHDRAW FROM A COURSE – HOW TO

Use this process for the following reasons:

- Withdraw from a course still within the withdraw deadline
- If an instructor issued a FN (never attended) or FW (partially attended) grade and the withdraw window is still open.

1. Log into E-Services, select Courses & Registration and click on View/Modify Schedule

The screenshot shows the Anoka-Ramsey Community College logo at the top. Below it is a navigation menu with two columns. The left column, titled "Student e-services", includes links for Dashboard, Home, Account Management, **Courses & Registration** (highlighted with a red arrow), Search for a Course, Review My Plan, View/Modify Schedule, Quick Add (Register), and Registration Holds. The right column, titled "Courses and Registration", includes links for Search for a Course, Review My Plan, **View/Modify Schedule** (highlighted with a red arrow), Quick Add (Register), Registration Holds, Registration Window, Registration Log, Course Outlines, and Course Placement.

2. Click  next to the desired class you wish to withdraw from.

Note: To check if the withdraw deadline is open, hover over the icon in the Last Date to Drop/Withdraw

The screenshot shows a student's registered courses for Summer 2014. The student's advisor is None and their major is LIBERAL EDUCATION, LIBE Emphasis AFTER AA DEGREE EARNED. A table lists the registered courses. The first course is Digital Photography (ID # 000186, Subj # ART 1114 02). A red arrow points to a star icon in the first column of the table. A red box highlights the "Last Dates to Drop/Withdraw" column, which contains a calendar icon.

ID #	Subj #	Sec Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw
000186	ART 1114 02	Digital Photography	7/7/2014 - 8/7/2014	n/a	Arranged	Online Class LINE	[Redacted]	3.0	Normal	

Course Notes: Runs July 7 - August 7. In addition to class time students work 4 studio hours outside of class each week.

3. Enter your Star ID Password and click Drop/Withdraw or Withdraw Course

Note: If you are past the last day to withdraw, your attempt will fail

The screenshot shows a password verification page for dropping a course. It displays the semester as Fall 2014 and includes a warning about financial obligations. A password field is shown with a "Drop/Withdraw" button. Below the password field is a table listing the course to be dropped.

ID #	Subj #	Sec Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method
000369	ENG 0800 10	Fundamentals of Writing	8/25/2014 - 12/19/2014	M W F	7:00am - 7:50am	College Services 3101	[Redacted]	3.0	Pass/N Credit

4. A **successful withdrawal** attempt will look like this:

✔ You have successfully withdrawn from course 000186

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc
000186	ART	1114	02	Digital Photography	7/7/2014 - 8/7/2014	n/a	Arranged	Online Class LINE	3.0	Normal		
		Course Notes: Runs July 7 - August 7. In addition to class time students work 4 studio hours outside of class each week.										

A **failed** attempt will look like this:

✘ **Dropping or Withdrawing from this course has failed**  
 Edit Code: 000004 - Today is not a valid day to drop this course. Valid course drop dates for this course are: 03/17/2014 00:00 TO 06/06/2014 23:59

By verifying your password, you are accepting any financial obligations incurred as a result of this transaction.  
 If you are attempting to drop after the drop date you will get a grade of 'W'.

Enter your password and drop:  Drop/Withdraw

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc
000251	ART	1101	10	Visual Arts	6/3/2014 - 7/3/2014	T Th	9:00am - 12:50pm	Fine Arts 2295	3.0	Normal		
		Course Notes: Meets June 3 - July 3. In addition to class time students work 2 hours outside of class each week.										

5. Click on View/Modify Schedule to confirm the “W” is now displayed in the Withdrawn from Course field.

Fall 2024

Registered Printable Schedule

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc	
Withdrawn Courses													
000193	CAOR	1102	50	Career Exploration	8/26/2024 - 12/20/2024	n/a	n/a	COON RAPIDS ONLINE	Bjork-Pedersen, Dawn Kern, Rhonda	2.0	Normal	W	
		Course Notes: This class does not have meetings.  An additional fee is required for this course. No Textbook. Visit <a href="http://www.AnokaRamsey.edu/onlineProg">www.AnokaRamsey.edu/onlineProg</a> for general online course information.											