

DROPPING **VS** WITHDRAWING

FROM A COURSE



DROPPING OR WITHDRAWING FROM A COURSE ARE TWO VERY DIFFERENT THINGS!

➤ **DROPPING**

REMOVING YOURSELF FROM A COURSE BEFORE OR DURING THE DROP/ADD PERIOD

WHEN IS THE DROP/ADD PERIOD? Before the class starts and within 5 business days from the first day of the term. For classes beginning after the first week of the term, you have 1 business day from the start of the class to drop. For exact drop deadlines, be sure to check the course schedule or eServices. (see reverse for screen shot)

WILL DROPPING A CLASS AFFECT MY ACADEMIC RECORD? No. The dropped course will not appear on any transcript and will not affect either your grade point average (GPA) or credit completion rate.

WILL DROPPING A COURSE AFFECT MY FINANCIAL AID? Possibly. Anytime you change your credit load, it may affect the amount of aid you are able to receive. Check with the Financial Aid office before dropping a course.

CAN I RECEIVE A REFUND FOR A DROPPED COURSE? Yes. You can only receive a full refund for a course if you properly drop the course during the drop/add period.

HOW DO I DROP A COURSE? In eServices. See the reverse for a helpful screenshot.

➤ **WITHDRAWING**

REMOVING YOURSELF FROM A COURSE AFTER THE DROP/ADD PERIOD AND BEFORE THE WITHDRAW DEADLINE

WHEN IS THE WITHDRAW DEADLINE? A date approximately 80% of the way through a course. For an exact date, it is your responsibility to verify the deadline on the course schedule or in eServices. (see reverse for screen shot)

WILL WITHDRAWING FROM A COURSE AFFECT MY ACADEMIC RECORD? Yes. It will result in a "W" on your transcript and you will not receive credits for the course, so withdrawing negatively affects your credit completion rate. If your credit completion rate falls below 67%, you will be placed on Warning. If it remains below 67% for a second term, you will be placed on Suspension. A "W" does not affect your GPA.

WILL WITHDRAWING FROM A COURSE AFFECT MY FINANCIAL AID? Possibly. Anytime you change your credit load it may affect the amount of aid you are able to receive. In addition, you may owe a portion of your financial aid back if you withdraw from all of your courses or never attend. The Financial Aid office will calculate how much of your Financial Aid was "earned" and notify you within 30 days if you owe money back to the school.

CAN I RECEIVE A REFUND FOR A WITHDRAWN COURSE? If you withdraw from ALL of your courses, you may be eligible for a partial refund. The Business Office will calculate your refund eligibility based on the date you withdraw.

WHAT SHOULD I DO BEFORE WITHDRAWING FROM A COURSE? Check with your teacher. Talk about your grade, the possibility of you passing the class, and whether withdrawing may be the best course of action. You should also check with your program advisor to see how withdrawing may affect your program plan.

➤ **OK- I CHECKED WITH FINANCIAL AID, MY TEACHER, AND MY ADVISOR AND DECIDED TO PROCEED- HOW DO I WITHDRAW FROM A COURSE?** In eServices. See the reverse for a helpful screenshot.

WHAT IS THE DIFFERENCE BETWEEN “F”, “FN”, AND “FW”?

F

An “F” indicates unsatisfactory achievement.

FN

An “FN” indicates that a student never attended the course and never officially withdrew.

FW

An “FW” indicates that a student began attending the course, never completed it, and never officially withdrew from the course.

ALL “F” GRADES NEGATIVELY AFFECT BOTH YOUR CREDIT COMPLETION AND GPA

IMPORTANT

Only YOU can drop or withdraw from a course. If someone at the school says they will drop or withdraw you from a class, it is in your best interest to clarify what they mean. They may mean you are receiving an FW or FN grade in the class – caution!

HOW TO DROP/WITHDRAW FROM A COURSE

The process to drop a course and withdraw from a course are the same; however, as explained on the reverse the results of these two actions are very different!

You can drop/withdraw from a course in eServices under *Courses & Registration* ► *View/Modify Schedule*. Click on the “X” next to the course(s) you want to drop/withdraw from.

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw	Loc
000480	SUBJ	1030	90	ATC Class	10/18/2017 - 10/18/2017	W	5:00pm - 8:25pm	Anoka Technical College 155	ATC Staff	4.0	Normal	
					10/25/2017 - 12/13/2017	W	5:00pm - 7:25pm	Anoka Technical College 155	ATC Staff			

Type in your StarID password then click the blue Drop/Withdraw box. Go back to View/Modify Schedule to view your updated schedule.

NEED HELP?

Enrollment Services - 763.576.7710 or enrollmentservices@anokatech.edu
Records - 763.576.7740 or registrar@anokatech.edu
Financial Aid - 763.576.7730 or finaid@anokatech.edu
Counseling - 763.576.4036 or estene@anokatech.edu
Business Office - 763.576.7720 or busoff@anokatech.edu