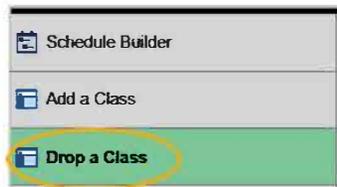


## Withdrawing from the University

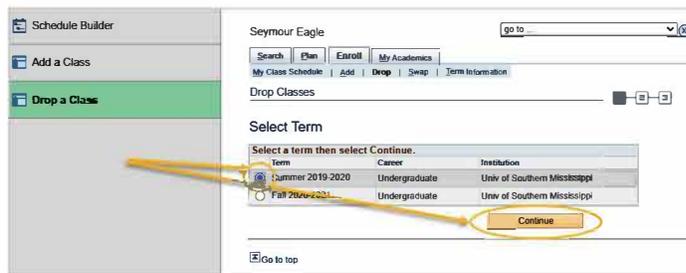
Navigation: Student Homepage > Courses and Enrollment

Click on the Courses and Enrollment Tile from the Student Homepage.

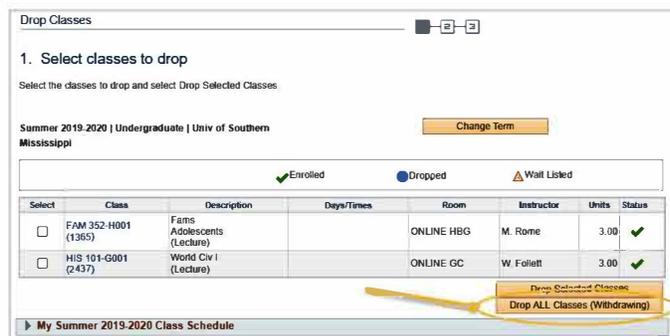
1. Click the [Drop a Class](#) link.



2. Select the term for which you want to drop classes and click Continue.



3. Click on the Drop ALL Classes (Withdrawing) button.



4. Click Yes to Drop ALL Classes (Withdrawing).

Message

You have checked to Drop ALL your classes which is WITHDRAWING from the University. (20003,3)

Do you wish to continue? Yes/No

Yes  No

5. Select the term for which you want to drop classes and click Continue

**Cancellation or Withdrawal Process  
for a single semester**

**Cancel/Withdraw Term Selection**

Empl ID 441189 Eagle, Seymour

Term	Description	Academic Career
<input checked="" type="radio"/> 1	4208 Summer 2019-2020	Undergrad
<input type="radio"/> 2	4214 Fall 2020-2021	Undergrad

This is a list of Semesters you are enrolled in.  
If the semester you wish to cancel or withdraw does not appear, please contact the Registrar's Office at 601.366.5006.

Select a semester then press the Continue button.

You must continue through each page to the FINISH button in order for your request to be submitted.

6. Read the message then Click Continue

Requester [redacted] Empl ID [redacted] Eagle, Seymour

**Cancellation or Withdrawal Process  
for a single semester**

This process will drop ALL of your classes ONLY for the semester you specify.

This is NOT to be used to change your schedule for the semester. If you wish to adjust your classes for the semester, click CANCEL below and go to the Student Center to select add, drop or swap individual courses PRIOR to the published deadline

Press the Continue Button:

Semester Withdrawal | Cancel Date 05/01/2020

Term 4208 Summer 2019-2020 Aid Year 2020

You are attempting to Withdraw from ALL of your classes for the current semester: 4208  
Beginning: 05/01/2020 and Ending: 07/31/2020

Empl ID [redacted] Academic Career Undergrad  
Term 4208 Academic Undergrad  
Career

7. Read the message, then Click the right arrow  to proceed.

**Cancellation or Withdrawal Policy**

A cancellation or withdrawal is for the semester specified only and does not include a future term.

You must continue through each panel and submit the request to be considered for an enrollment cancellation or withdrawal. If you exit the process (close your browser, sign out, etc.) prior to submitting the request, the request is VOIDED and you are subject to full academic and financial obligations. Please read the following panels carefully for complete instructions.

The semester cancellation/withdrawal process goes through University-governed procedures and could take several business days to complete. You will receive an email to your Eagles account once you submit the initial request and again after a final decision is made. If approved, the request will be dated as of the date of your request.

If you are withdrawing to attend another institution with plans to return to USM, you should confirm through your advisor that the transfer or courses taken will be accepted at USM. Note: Transfer grades do not replace USM grades and are not averaged in the USM cumulative grade point average.

If you are withdrawing for medical reasons, you must (1) submit the withdrawal request and (2) provide a letter of explanation along with medical documentation from your physician to the Office of Student-Oriented Services in Union 221 or fax (601) 266-6331. For additional information, call (601) 266-4025.

All information provided during this process will be made available to the appropriate University personnel in order to properly consider and process the request.




8. Continue to read each message presented, and Click the right arrow  to proceed.

**Cancellation or Withdrawal Process  
for a single semester**

**Timing of the Request**

Mini Session enrollment is included with the total hours for the semester FOLLOWING the Mini Session. Students enrolled in a Mini Session who wish to drop all of their classes will still receive a grade for the Mini Session class unless they cancel prior to the START of the Mini Session.

**Withdrawal Grades**

Each session (i.e., Mini, Regular, 5-week, 8-week, etc.) in a semester has a last day to add/drop without permission deadline. Students who withdraw beyond the deadline will automatically receive a grade of W (withdrawal) for each class that has not ended. While the 'W' grade has no impact on the University grade point average, it is included in the cumulative hours attempted toward financial aid. You should carefully review the Academic Calendar at [www.usm.edu/registrar](http://www.usm.edu/registrar).




9. Click the Yes option to withdraw, enter a phone number if applicable, then click Continue.

**Cancellation or Withdrawal Process  
for a single semester**

**Respond Appropriately**

**Options for this Semester**

Yes, I would like to drop ALL of my courses for the remainder of the semester.  
 No, I do NOT want to drop ALL of my courses for this semester. Please VOID the request.  
 I do not know. I will discuss this with my academic department before proceeding. Please VOID this request.

If you wish to cancel this request AFTER it has been approved and processed, you must contact the Registrar's Office at (601) 266-5006.

MUST provide Daytime Phone in event discussion is needed.



10. Complete the USM Withdrawing Students Survey, and click Submit Request at the page bottom.

**USM Withdrawing Students Survey**

Emp ID  Term 4208 Date Filled 06/01/2020

**General Information**

The withdrawal process requires school and college review before the request can be processed and takes 14-21 business days to be completed. You will receive additional emails after each step of the review/approval process. The withdrawal will be effective the date that you successfully submitted the withdrawal request.