Withdrawal for Students
SOAR 9.2

Withdrawal 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.

![Image of drop a class link]

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

![Image of selecting term]

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

![Image of drop all classes button]
4. Click Yes to Drop ALL Classes (Withdrawing).

Message

You have checked to Drop ALL your classes which is WITHDRAWING from the University (28043,3).

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

Select a Semester then click Continue

Term  Description  Academic  Cancel  Withdraw

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 601-865-3050.

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.

Continue

6. Read the message then Click Continue

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  Term  Academic  Cancel  Withdraw

Fall  2020-2021  Undergrad

You are attempting to Withdraw from ALL of your classes for the current semester. GIS Engineering: MATH123 and Coding GYC104/105.
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 cut the process before your username, sign, and submit the request, you will not receive credit for any work completed and will be held responsible for all academic and financial obligations. Please read the following panels carefully for complete instructions.

The semester cancellation/withdrawal process goes through University-generated procedures and will 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 enter another institution, you must submit the withdrawal request and provide a letter of explanation along with your documentation from your physician to the Office of Student Cleared Services to cease C221 or call (901) 320-8081. For additional information, call (901) 320-4024.

All information provided during this process will be made available to the appropriate University personnel in order to properly account 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, course attendance in a class session you wish to drop as an extension will still receive grades for the Mini Session class unless they cancel prior to the Start of the Mini Session.

Withdrawal Grades

Each section (e.g., Mini, Regular, 5-week, 8-week, etc.) in a semester has a last day to add/drop without penalty or deadline. Students who withdraw beyond the deadlines will automatically receive a grade of W (withdrawn) 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/register.

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

- Yes, the student is in good standing for the semester. Please continue.
- No, the student is not in good standing. Please respond.

If you are unable to reach the student, please submit the request. If the request is approved, your request will be processed. You must contact the Registrar’s Office or 1-800-USM-3535.

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

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.