Drop & Withdraw Web Form and Workflow

STUDENT

Prerequisites:

1. The student must have an active TWU portal account & password
2. The student must be currently enrolled

STAFF & FACULTY

1. The staff member must have an active TWU Portal account & password
2. The faculty member must be the “instructor of record” for the course in the Colleague system

GENERAL

1. The Registrar’s Office will have a link on their website that will point to Online Drop and Withdraw Form.

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>The purpose of the drop &amp; withdraw form and workflow is to enable students to electronically submit the request and to expedite the departmental approval process</th>
</tr>
</thead>
<tbody>
<tr>
<td>From any browser, navigate to the Registrar’s Office website and click on the “Dropping Courses or Withdrawing” link</td>
<td><a href="http://www.twu.edu/registrar/">http://www.twu.edu/registrar/</a></td>
</tr>
</tbody>
</table>
Review the information and instructions and then click on the Drop or Withdraw link.

At this point, if you are not already logged in to TWU network using Portal credentials, you will be asked to sign-on. **Students must use Portal username and password to get access to the following screen.**

Click on the desired link. For example, “Drop a Course” to drop a course.
### Drop a Course Purpose:

This form will allow students to Drop a course. This form is available from the first day of the semester to the withdraw date for that semester. A student who is trying to drop a course before the first day of the semester must use the regular registration process.

If a student is enrolled in only one class, s/he must exit this form and use Withdraw Form instead.

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Please make sure that your information is correct, for example, Colleague ID, Name, and Student Email.

*If not correct, please log out of the PC and log back in.*

Select the term and course. The drop down list will only show the courses in which you are currently enrolled.

If you are dropping a course that has a Co-Requisite, you will receive a warning in red and show the co-requirement course that will also be dropped with the main course.
If you were enrolled at TWU after Fall of 2007, you must adhere to the Six Drop Policy.

You must check the first box.

If you would like to request an excuse from the Six Drop Policy for this drop request, select the second box. Then select one of the request reasons. You must attach supporting documentation.

Then click on Submit.

Note: Excuse 1-4 will send the excuse to Undergraduate Studies for approval. 5-6 will be sent to Student Life.

*If Undergraduate Studies or Student Life rejects an excuse, the drop request will proceed.*
You will receive following the email confirmation.

You will continue to receive email before and after each department approves.

*Note: You have not officially dropped the course until you receive a message from the Registrar.*

<table>
<thead>
<tr>
<th>Workflow Notification</th>
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</thead>
<tbody>
<tr>
<td>Dear Rashid, Arman,</td>
</tr>
<tr>
<td>Your request to drop following course/s was received and currently being reviewed by TWU Athletics Department. If you are not an athlete, please contact the Registrar's Office.</td>
</tr>
<tr>
<td>Course: BIOL<em>1012</em>50 - HUMAN BIOLOGY</td>
</tr>
<tr>
<td>Co-requirement Course/s: BIOL<em>1011</em>01</td>
</tr>
<tr>
<td>Thanks,</td>
</tr>
<tr>
<td>TWU Athletics</td>
</tr>
</tbody>
</table>

**Withdraw Purpose:**

This form will allow students to withdraw from TWU. This form is available from the first day of the semester to the withdraw date for that semester. A student who is trying to withdraw before the first day of the semester must use regular registration process.
Please make sure that your information is correct, for example, Colleague ID, Name and Student Email.

*If not correct, please log out of the PC and log back in.*

Select the term from drop down list.

When a semester is selected, please make sure that all your classes are listed, and they are correct.

Refund Information will highlight and display the percentage of your tuition that will be refunded to you, if applicable.

Select either the Financial Aid and/or VA box, if you are receiving either of those benefits.

If you are receiving a refund, please select how you would like to receive the funds.
Type a reason for your withdrawal.

You must read and agree to all the terms before you can submit.

Click on Submit.

You will receive a confirmation email from share@twu.edu.

Workflow Notification

Rashid, Arman,

Your request to be withdrawn from TWU has been received and currently being reviewed.

Thanks,

Registrar’s Office
You may receive email notifications from Student Life (if you have fewer than 80 institutional credit hours), Athletic Department (if you are a student athlete), International Advising (if you are an international student), and/or Instructors (as they assign a grade).

You will receive a final email from the Registrar’s Office when withdrawal is complete.