Students – Online Withdraw/Drop Requests

Students will initiate the withdraw/drop requests using a form in Student Self-Service.

From the Student Homepage:
1. Click the Academic Records tile.

2. Click the **Withdraw/Drop Request** from the left hand menu. Current personal data displays.

   ![Withdraw/Drop Request Form]

   **Note:** If you have the Go Army Ed service indicator assigned or have not been given access to the form, you will not be able to use the online Withdraw/Drop Request form. The following message will appear instead: To withdraw, follow your college procedure or refer to your syllabi. Students using military tuition assistance must withdraw through your respective portal. In the rare event you do not have access to the online form, please contact libby.peters@kctcs.edu for assistance.

3. At the bottom of the page, click on the slider bar to change acknowledgement from No to Yes to proceed. Click Continue. If any changes need to be made, use the update buttons for each section.
4. Click the **magnifying glass** to search for the term to withdraw/drop a class.

Select the term for which you wish to withdraw/drop. You must complete a separate form for each term when dropping/withdrawing from more than one term.

- **Current Academic Plan**
  - Industrial Maintenance Tech

- **Current Academic Sub-Plan**
  - Adv Manufacturing Tech Track

5. An acknowledgement statement appears. **Click on the slider bar to change acknowledgement from No to Yes** to proceed.
6. **Pending Withdraw/drop requests** and the **Current Class Schedule** appears. Classes in the **Current Class Schedule** can be selected to drop by placing a checkmark in the box next to the appropriate class(es).

### Pending Withdraw/Drop Requests

All requests will be in a pending status until finalized by your home college.

### Current Class Schedule (Refer to the academic calendar for classes requiring instructor permission)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Class Nbr</th>
<th>Description</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM110 (LAB)</td>
<td>58112</td>
<td>Fundamentals Machine Tools - A</td>
<td></td>
<td>08/14/2017</td>
<td>12/10/2017</td>
</tr>
<tr>
<td>EET273 (LAB)</td>
<td>51503</td>
<td>Electrical Motor Control II Lab</td>
<td></td>
<td>08/14/2017</td>
<td>12/10/2017</td>
</tr>
<tr>
<td>EET272 (LEC)</td>
<td>51499</td>
<td>Electrical Motor Controls II</td>
<td></td>
<td>08/14/2017</td>
<td>12/10/2017</td>
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<tr>
<td>CMM110 (LEC)</td>
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<td>Fundamentals Machine Tools - A</td>
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<td>08/14/2017</td>
<td>12/10/2017</td>
</tr>
<tr>
<td>IET1304 (LEC)</td>
<td>51397</td>
<td>Problem Solving</td>
<td></td>
<td>08/14/2017</td>
<td>12/10/2017</td>
</tr>
</tbody>
</table>
7. In the **Reason for withdraw/drop**, select the drop down arrow to select a reason for dropping the class and provide an explanation in the **Explanation Box** if desired. Click the **Continue** button that appears.

   ![Reason for withdraw/drop dropdown](image)

   **Please provide explanation below. (Maximum 250 characters)**

   ![Explanation box](image)

8. **Answer each of the questions concerning assistance** and then click **Continue**.
   **Note:** *The slider bars are defaulted to “No”. If answering “Yes”, click the slider bar to change it to “Yes”.*
9. If everything appears correct, select the **Submit** button.

**Reason for Withdraw/Drop**

**Academic Concerns**

**Selected course(s) to withdraw/drop**

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</tr>
</tbody>
</table>

**Requested By**

**Requested On**

08/11/2017 7:29AM

10. Click **Return** or click the **Home** icon to return to the Student Homepage.