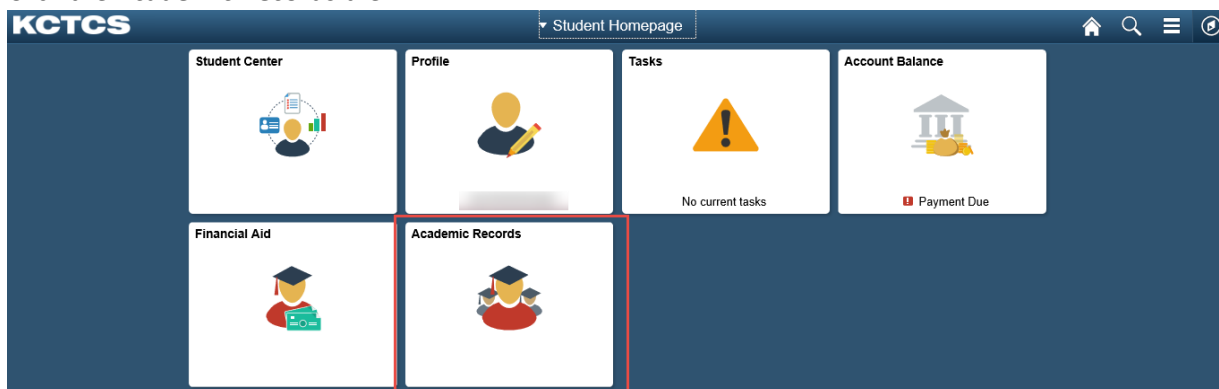


Students – Online Withdraw/Drop Requests

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.

A screenshot of the 'Withdraw/Drop Request' form. On the left is a navigation menu with options: 'Change My Major', 'Change My Home College', and 'Withdraw/Drop Request' (which is highlighted in green). The main content area shows a form with the following fields: 'Name' (blurred), 'Birthdate' (04/08/1980), and 'Home Address' (blurred). Below the birthdate field is a grey box with the text: 'If your name or birthdate are not correct, please contact your college to submit an official change request.' Below the address field is an 'Update Address' button. At the bottom left of the page, there is a URL: 'https://outlook.com/kctcs.edu'.

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.

<ul style="list-style-type: none"> Change My Major Change My Home College Withdraw/Drop Request 	Phone Number Information		
	Type	Country	Telephone
	Home		
	Mobile		
Email Address Information			
Type	Email Address		
Home			
Campus			
Update Email / Phone			
<small>I acknowledge the information presented above is correct.</small>			
<input type="checkbox"/> Yes			
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>			

- 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

***Term**

- An acknowledgement statement appears. **Click on the slider bar to change acknowledgement from No to Yes** to proceed.

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

***Term**

I understand withdrawing/dropping from one or more courses could mean repaying back all or a portion of aid that was disbursed to my account. I also understand I may not receive a tuition refund and may owe a balance.

 No

Click here to change 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

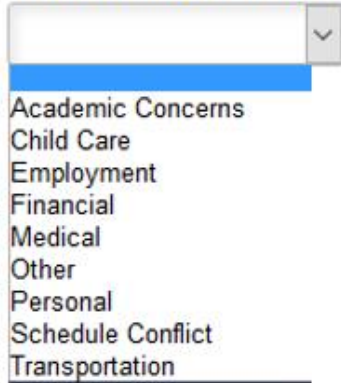
All requests will be in a pending status until finalized by your home college.

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

<input type="checkbox"/>	Subject	Class Nbr	Description	Instructor	Start Date	End Date
<input type="checkbox"/>	CMM110 (LAB)	58112	Fundamentals Machine Tools - A		08/14/2017	12/10/2017
<input checked="" type="checkbox"/>	EET273 (LAB)	51503	Electrical Motor Contrl II Lab		08/14/2017	12/10/2017
<input checked="" type="checkbox"/>	EET272 (LEC)	51499	Electrical Motor Controls II		08/14/2017	12/10/2017
<input type="checkbox"/>	CMM110 (LEC)	51481	Fundamentals Machine Tools - A		08/14/2017	12/10/2017
<input type="checkbox"/>	IET1304 (LEC)	51397	Problem Solving		08/14/2017	12/10/2017


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**



Academic Concerns
Child Care
Employment
Financial
Medical
Other
Personal
Schedule Conflict
Transportation

Please provide explanation below. (Maximum 250 characters)



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".*

Current Academic Sub-Plan
Adv Manufacturing Tech Track

Term
Fall 2017 (4174)

Are you receiving any type of aid: Grants, Scholarships, or loans?

No

Early withdrawal from courses may affect financial aid.

Are you receiving Veterans Benefits?

No

Early withdrawal from courses may affect Veterans Benefits.

Do either of the following scenarios apply to you?:

1. You are not withdrawing from all of your courses for this term; you still plan to attend your remaining courses for the term
2. You plan on enrolling in any new classes for this semester that have not started yet

No

9. If everything appears correct, select the **Submit** button.

Reason for Withdraw/Drop
Academic Concerns

Selected course(s) to withdraw/drop


2 rows

Subject Description	Class Nbr	Description	Instructor	Start Date	End Date
EET273 (LAB)	51503	Electrical Motor Contrl II Lab		08/14/2017	12/10/2017
EET272 (LEC)	51499	Electrical Motor Controls II		08/14/2017	12/10/2017

Requested By

Requested On

08/11/2017 7:29AM

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