



ATTENTION STUDENTS

Effective 3/10/2011, **ALL** course or total **Withdrawal Requests** must be submitted **Online**.

Requests may be submitted after the add/drop period and until the deadline date established for withdrawals.

CAUTION: Students should be aware of all the implications of withdrawing from a course before submitting a withdrawal request. **Students are encouraged to speak with their instructors, a counselor, or an advisor before withdrawing from a course or all their courses.** Withdrawing from a class may affect student's financial aid eligibility, NJSTARS eligibility, veteran's benefits, athletic eligibility, F-1 Visa status, and timely completion of degree requirements.

PROCEDURES

1. Students submit course or total withdrawal requests online through Web Services. **The request will be processed within 3 work-days.** Faculty will be notified via e-mail that a student is dropping their class and will have time to intervene.
2. Should a student change their mind about dropping the class, the student can go online and cancel the transaction within the 3- day period. **After the three days, the withdrawal will be processed and dated according the original request.**
3. Once the withdrawal transaction is processed, the student will be notified via e-mail using the student e-mail account.
4. The amount of tuition refund depends on the date the withdrawal request is submitted online, provided the request has not been canceled by the student. All cash students (non-financial aid) who officially withdraw from the College or officially drop a course or courses may receive a tuition refund according to the **established refund schedule.** Students who withdraw after the official refund dates will be responsible for payment of the entire bill.
5. Students who withdraw for any reason between the end of add/drop and last day to withdraw from a class without academic penalty, will receive grades of "W."
6. Classes with a 'No-Show' status will not be available for withdrawal. Students with a 'No-Show' status will be notified by Enrollment Services and should follow procedures for correcting their status.
7. **Failure to withdraw submit a withdrawal request by the due date, will result in a grade of "F."**

ONLINE WITHDRAWAL STEP BY STEP

1. Login to **MyECC** with your User Name and Password.
2. Click on **Web Services.**
3. Click on **Student & Financial Aid.**
4. Click on **Registration.**
5. Click on **Student Course Withdrawal.**
6. Classes in which you are actively enrolled will be displayed.

NOTE: If the last day to withdraw from a class has passed, the class will not be displayed.

To Submit Your Withdrawal Request, click in the Withdrawal box on the course line, and click on the 'SUBMIT' button. If you change your mind, you may cancel your request within 3-days. To Cancel Your Withdrawal Request, uncheck the withdrawal box on the course line, and click on the 'SUBMIT' button.