



How do I Withdraw from Classes?

Withdrawing from a Class

- Withdrawal starts after the Add/Drop period.
- **All withdrawal requests must be submitted online through Web Services.**
- It is the student's responsibility to withdraw from classes by the deadline date. Deadlines are posted in the [Academic Calendar](#).
- Students who withdraw between the end of add/drop and last day to withdraw will receive a grade of 'W'.
- Tuition will be adjusted according to the [Tuition Refund Policy](#).

Caution! Withdrawing from classes may affect student's financial aid eligibility, NJSTARS eligibility, veteran's benefits, athletic eligibility, F-1 Visa status, and timely completion of degree requirements. Students are strongly urged to speak with their instructor or a counselor **before** withdrawing from classes.

Q. How do I submit a withdrawal request?

1. Log on to **MyECC Portal** with your User Name and Password.
2. Click on the **Web Services** tab.
3. Click on **Student & Financial Aid**.
4. Click on **Course Withdrawal Request**. (Do not click on **REGISTRATION**)

Note: The classes in which you are actively enrolled will be displayed. Classes will NOT be displayed if your instructor has reported you as a 'No-Show Withdrawal' for non-attendance or the withdrawal date has passed. Students who withdraw between the end of add/drop and last day to withdraw.

5. Click in the **Withdrawal Box** on the course line, and click on the '**SUBMIT**' button. Be sure that you checked on the CRN (Course Reference Number) you want to withdraw from.
6. If the change you submitted was successful, you will see the statement "The Changes you made were saved successfully". **PRINT and SAVE a copy of the confirmation screen.**
7. Your course instructor will be notified of your withdrawal request via e-mail.

Q. When will my withdrawal request be processed?

- Requests will be **processed within 3 work-days after the submission date** (excluding weekends, holidays, or college closings).
- Withdrawal will be processed and dated according to the original request.
- Once the withdrawal is processed, you will be notified via your student e-mail account.

Q. Can I cancel my withdrawal request?

- You may cancel your request **within the 3-day time frame** of your request. [Please note that cancellation of withdrawal request is allowed up to the Last Date to Withdraw.](#)
- To cancel your request, **uncheck** the **Withdrawal Box** on the course line, and click on the '**SUBMIT**' button.