Withdrawing from Classes

Withdrawing from classes may affect 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.**

- **Withdrawal date** starts after the Add/Drop period.
- **Refer to the term calendar for withdrawal dates.** Calendar is available in MyECC portal and on the College Web Site under Current Students.
- All withdrawal **requests must be submitted online** through Web Services.
- **Withdrawal Requests are processed upon submission.** If the withdrawal request is submitted successfully, registration is changed to a withdrawal status and 'W' grade is posted.
- Tuition will be adjusted according to the Tuition Refund Policy. Fees are non-refundable.

**How to Submit a Withdrawal Request**

1. Log on to **MyECC Portal** with your **User Name** and **Password** and click on the **Web Services tab**
   or
   Log on to **Web Services** with your **Student ID#** and **PIN**.

2. Click on **Student & Financial Aid**.

3. Click on **Registration**.

4. Click on **Register Add/Drop or Withdraw Classes**.

5. **Select** the **Term**, and click on **Submit**. The classes you are registered for will be displayed.

6. Click in the **Action field**, and select **Web Withdrawal** for the CRN Subject you want to withdraw from. **Always, verify your selection before you click on Submit Changes.**
   If Web Withdrawal is not listed in the Action field, then the class may not be withdrawn.

7. Scroll down and click **Submit Changes**. If your request is submitted successfully, **you will see a message "Web Withdrawal W Grade and the date"** under the Status column. This means you have been withdrawn and a final grade of 'W' is posted for the class.

If you need further assistance, please contact or visit Office of Enrollment Services.

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