



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If Web Withdrawal is not listed in the Action field, then the class may not be withdrawn.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 This means you have been withdrawn and a final grade of 'W' is posted for the class.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.