

Texas Woman's University Office of the Registrar

Drop & Withdraw Web Form and Workflow

STUDENT

Prerequisites:


1. The student must have an active TWU portal account & password
2. The student must be currently enrolled

STAFF & FACULTY

1. The staff member must have an active TWU Portal account & password
2. The faculty member must be the "instructor of record" for the course in the Colleague system

GENERAL

1. The Registrar's Office will have a link on their website that will point to Online Drop and Withdraw Form.

<p>Purpose:</p>	<p>The purpose of the drop & withdraw form and workflow is to enable students to electronically submit the request and to expedite the departmental approval process</p>
<p>From any browser, navigate to the Registrar's Office website and click on the "Dropping Courses or Withdrawing" link</p> <p>http://www.twu.edu/registrar/</p>	

Texas Woman's University Office of the Registrar

Review the information and instructions and then click on the Drop or Withdraw link.

About the Registrar

Academic Calendars

Be-On-Time Loan

Dropping Courses or
Withdrawing

Family Educational
Rights and Privacy Act
(FERPA)

Forms

Grades

Graduation and
Commencement

Registration

Resources

Texas Residency

Transcript Requests

Tuition Rebate
Application

Verify Enrollment

Veterans Affairs Center

Contact Us

Office of the Registrar

[ADM Bldg](#)
P.O. Box 425559
Denton TX, 76204-5559
940.898.3036 (Local)
registrar@twu.edu
Office Hours:
8:00am to 5:00pm, Mon-Fri

Dropping Courses or Withdrawing

Drop or Withdraw

Withdrawing is formal removal from all courses within a term.

Dropping a course, or courses, means that you will remain in at least one other course for the duration of that same term. There is a \$10.00 fee for any course dropped or added once the term begins.

HOW TO DROP OR WITHDRAW

To Drop Courses:

Drop using our online form by clicking [here](#).

- [Student Instructions](#)
- [All Offices Instructions](#)

Otherwise, dropping a course after the end of late registration must be processed using a completed [drop form](#) and submitted to the Office of the Registrar for processing. All deadlines stated in the [Academic Calendar](#) must be observed. After the census date, students must obtain departmental / instructor signature on the form to drop a course and no refund will be issued.

- 6 Drop Rule for Undergraduates
 - The [6 Unexcused Drops Rule](#) states that anyone enrolling for the first time in Fall 2007 or later (at any Texas public higher education institution), are allowed only 6 unexcused drops during their undergraduate academic careers. Courses dropped before the census day (see [academic calendar](#)) do not count against the 6 course drop rule.

It is not the responsibility of the University to initiate dropping students from their courses.

Distance Education (DE) students: Once late registration has closed, distance students should contact the academic department that is offering the course they wish to drop. Departmental staff will be able to provide assistance with the appropriate drop form and obtaining any appropriate signatures before sending the drop form to the Registrar's Office for processing.

At this point, if you are not already logged in to TWU network using Portal credentials, you will be asked to sign-on. *Students must use Portal username and password to get access to the following screen.*

Click on the desired link. For example, "Drop a Course" to drop a course.

TEXAS WOMAN'S UNIVERSITY

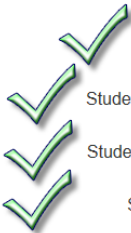
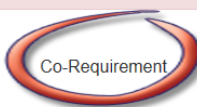
Drop or Withdraw (ADW)

Drop a Course

Withdraw from a Term

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<p>Drop a Course Purpose:</p>	<p>This form will allow students to Drop a course. This form is available from the first day of the semester to the withdraw date for that semester. A student who is trying to drop a course before the first day of the semester must use the regular registration process.</p> <p>If a student is enrolled in only one class, s/he must exit this form and use Withdraw Form instead.</p>																						
<p>Please make sure that your information is correct, for example, Colleague ID, Name, and Student Email.</p> <p><i>If not correct, please log out of the PC and log back in.</i></p> <p>Select the term and course. The drop down list will only show the courses in which you are currently enrolled.</p> <p>If you are dropping a course that has a Co-Requisite, you will receive a warning in red and show the co-requirement course that will also be dropped with the main course.</p>	<p>Review the online Academic Calendar for deadlines to add courses. The date you submit this form to the Registrar's Office determines whether it can be processed.</p> <p>FINANCIAL AID RECIPIENTS: Check with Financial Aid on what effect adding a course will have on your eligibility or deferment status. An add fee will be charged for any changes made once the term begins.</p> <div style="margin-top: 20px;">  <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 40%;">Colleague ID</td> <td><input type="text" value="1032179"/></td> </tr> <tr> <td>Student First Name</td> <td><input type="text" value="Arman"/></td> </tr> <tr> <td>Student Last Name</td> <td><input type="text" value="Rashid"/></td> </tr> <tr> <td>Student Email</td> <td><input type="text" value="arashid1@mail.twu.edu"/></td> </tr> <tr> <td>Select Term:</td> <td><input type="text" value="15/SU3"/> ▼</td> </tr> <tr> <td>Select Course</td> <td><input type="text" value="BIOL*1012*50 - HUMAN BIOLOGY"/> ▼</td> </tr> <tr> <td>Main Course</td> <td><input type="text" value="BIOL*1012*50 - HUMAN BIOLOGY"/> ▼</td> </tr> <tr> <td>Teacher Last Name</td> <td><input type="text" value="Elrod"/></td> </tr> <tr> <td>Teacher First Name</td> <td><input type="text" value="Diana"/></td> </tr> <tr> <td>Teacher Email</td> <td><input type="text" value="arashid1@twu.edu"/></td> </tr> </table> <div style="margin-top: 10px; background-color: #ffe0b2; padding: 5px; border: 1px solid #ccc;"> <p style="text-align: center; font-size: small;">These Core-Requisite classes will be drop along with your main course.</p> </div> <div style="margin-top: 10px;">  <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 40%; text-align: center;">Co-Requirement</td> <td><input type="text" value="BIOL*1011*01"/></td> </tr> </table> </div> <p style="font-size: x-small; margin-top: 10px;"> <input type="checkbox"/> By selecting this, you are stating that you have read Six Drop Policy. Please click on the hyper link to read the policy. Six Drop Policy </p> </div>	Colleague ID	<input type="text" value="1032179"/>	Student First Name	<input type="text" value="Arman"/>	Student Last Name	<input type="text" value="Rashid"/>	Student Email	<input type="text" value="arashid1@mail.twu.edu"/>	Select Term:	<input type="text" value="15/SU3"/> ▼	Select Course	<input type="text" value="BIOL*1012*50 - HUMAN BIOLOGY"/> ▼	Main Course	<input type="text" value="BIOL*1012*50 - HUMAN BIOLOGY"/> ▼	Teacher Last Name	<input type="text" value="Elrod"/>	Teacher First Name	<input type="text" value="Diana"/>	Teacher Email	<input type="text" value="arashid1@twu.edu"/>	Co-Requirement	<input type="text" value="BIOL*1011*01"/>
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Co-Requirement	<input type="text" value="BIOL*1011*01"/>																						

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If you were enrolled at TWU after Fall of 2007, you must adhere to the Six Drop Policy.

You must check the first box.

If you would like to request an excuse from the Six Drop Policy for this drop request, select the second box. Then select one of the request reasons. You must attach supporting documentation.

Then click on Submit.

Note: Excuse 1- 4 will send the excuse to Undergraduate Studies for approval. 5-6 will be sent to Student Life.

If Undergraduate Studies or Student Life rejects an excuse, the drop request will proceed.

Teacher Last Name

Teacher First Name

Teacher Email

Co-Requirement



By selecting this, you are stating that you have read Six Drop Policy. Please click on the hyper link to read the policy. [Six Drop Policy](#)



Check if you would like to request an excused drop:



A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;



The student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.



The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.



The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family.



The change of the student's work schedule that is beyond the control for the student, and that affects the student's ability to satisfactorily complete the course.



Other good cause as determined by TWU.

Attach Supporting Document for Excused Drop

By clicking on submit , I accept responsibility for the accuracy of information on this form and additional tuition and fees that may result.

Texas Woman's University Office of the Registrar

<p>You will receive following the email confirmation.</p> <p>You will continue to receive email before and after each department approves.</p> <p><i>Note: You have not officially dropped the course until you receive a message from the Registrar.</i></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Reply Reply All Forward IM </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div> <p style="font-size: 0.8em; margin: 0;">Mon 7/27/2015 12:55 PM</p> <p style="font-size: 1.1em; margin: 0;">share@twu.edu</p> <p style="font-weight: bold; margin: 0;">Drop Course</p> </div> </div> <div style="margin-top: 5px;"> <p>To ■ Rashid, Arman</p> </div> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <p>Workflow Notification</p> <p>Dear Rashid, Arman,</p> <p>Your request to drop following course/s was received and currently being reviewed by TWU Athletics Department. If you are not an athlete, please contact the Registrar's Office.</p> <p>Course : BIOL*1012*50 - HUMAN BIOLOGY</p> <p>Co-requirement Course/s : BIOL*1011*01</p> <p>Thanks,</p> <p>TWU Athletics</p> </div>
<p>Withdraw Purpose:</p>	<p>This form will allow students to withdraw from TWU. This form is available from the first day of the semester to the withdraw date for that semester. A student who is trying to withdraw before the first day of the semester must use regular registration process.</p>

Texas Woman's University Office of the Registrar

Please make sure that your information is correct, for example, Colleague ID, Name and Student Email.

If not correct, please log out of the PC and log back in.

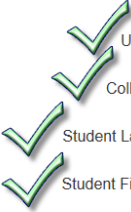
Select the term from drop down list.

When a semester is selected, please make sure that all your classes are listed, and they are correct.

Withdraw from University

Review the online **Academic Calendar** for deadlines to add courses. The date you submit this form to the **Registrar's Office** determines whether it can be processed.

FINANCIAL AID RECIPIENTS: Check with **Financial Aid** on what effect adding a course will have on your eligibility or deferment status. An add fee will be charged for any changes made once the term begins.


 User Login:
 Colleague ID:
 Student Last Name:
 Student First Name:
 Student Email:
 Student Total Credit Hours:
 Term Withdraw Date:
 Select Terms:

YOU ARE CURRENTLY ENROLLING IN THESE CLASSES

Course	Teacher First Name	Teacher Last Name	Teacher Email
PSY*3161	Trey	Asbury	arashid1@twu.edu
PSY*3163	Trey	Asbury	arashid1@twu.edu
BIOL*1011	Shazia	Ahmed	arashid1@twu.edu
BIOL*1012	Diana	Elrod	arashid1@twu.edu
PSY*4133	Christian	Hart	arashid1@twu.edu

Refund Information will highlight and display the percentage of your tuition that will be refunded to you, if applicable.

Select either the Financial Aid and/or VA box, if you are receiving either of those benefits.

If you are receiving a refund, please select how you would like to receive the funds.


THESE ARE THE REFUND INFORMATION
(Highlight indicates the refund status as of today date)

Term	Refund 100 percent	Refund 80 percent	Refund 70 percent	Refund 50 percent	Refund 25 percent	Refund 0 percent
15/SUR	05/01/2015	05/09/2015	05/16/2015	06/23/2015	06/30/2015	07/01/2015

Are You:
 A Financial Aid Recipient
 Utilizing VA Benefits

If receiving a refund:
 Apply to future semester (specify term)
 Refund via Higher One choice for refunds
 Apply to credit card used in online payment

Texas Woman's University Office of the Registrar

<p>Type a reason for your withdrawal.</p> <p>You must read and agree to all the terms before you can submit.</p> <p>Click on Submit.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Reason for withdraw <input style="width: 100%;" type="text"/></div> <div style="display: flex; align-items: center;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> I have reviewed the refund schedule listed above and understand that I may incur a balance with the University upon withdrawal. <ul style="list-style-type: none"> • Students may receive UP to the given amount, but not always the full percentage, and the refund is not a guarantee. • If you are enrolled in the Accelerated Online Program (AOP) there are different deadlines for each session than the ones listed above. <input checked="" type="checkbox"/> I understand that even if I have not paid for my classes I will owe a portion of my tuition based upon the refund schedule above (regardless of attendance). <ul style="list-style-type: none"> • (Ex: Withdrawing on the 80% refund date would mean I would be eligible to receive UP to an 80% refund if my tuition has been paid in full. If I have not paid for classes, I will be responsible for a minimum of 20% of my tuition and fees.) <input checked="" type="checkbox"/> I understand that I have 2 long semesters to return to the University without reapplying as long as any holds and balances on my account are handled. <input checked="" type="checkbox"/> I understand that if I withdraw after the withdrawal date listed above it will be up to my professor whether the grade of "W" or "WF" is assigned, a "WF" counts as an "F" in my GPA calculation. <input checked="" type="checkbox"/> I understand if I purchased a TWU parking pass I can return it for a prorated amount at the Department of Public Safety Office if I present my sticker and copy of my withdrawal form. <input checked="" type="checkbox"/> I understand that if I currently live in on-campus housing I must move out of the residence halls. To withdraw from Housing I must take a copy of my withdrawal form to the Department of University Housing so that my assignment can be ended and my Housing account charges can be appropriately adjusted. <input checked="" type="checkbox"/> I understand that if I received Financial Aid (loans/grants/scholarships) there may be additional financial aid eligibility implications (see Financial Aid documents for this information). <input checked="" type="checkbox"/> After reading the above implications I understand some of the possible impacts of my withdrawal and would like to proceed with my withdrawal. <input checked="" type="checkbox"/> I hereby request that I be withdrawn from Texas Woman's University for the current semester/term subject to all regulations pertinent to withdrawal and refund and affirm that all above information is correct. I understand that subsequent registration or re-admission must be in accordance with the University's regulations in effect at the time. I understand that all my financial obligations to the University must be paid before I may register again or receive copies of my academic records. If I am eligible for any refund, I am aware that it will be computed as of the effective date of this action and may be reduced by any debt I currently owe the University or my failure to complete the withdrawal process. I understand that I am responsible for obtaining the instructors signatures, and that the withdrawal grades must be assigned by the instructors at that time. By checking the box to the right and clicking the Submit button below, I acknowledge that I have read and fully understand the information on the Withdrawal form. <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px; margin-top: 10px; text-align: center; font-size: small;"> By clicking on submit , I accept responsibility for the accuracy of information on this form and additional tuition and fees that may result. </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div> </div>
<p>You will receive a confirmation email from share@twu.edu.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Reply Reply All Forward IM </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p style="margin: 0;">Mon 7/27/2015 4:43 PM</p> <p style="margin: 0; font-size: 1.2em;">share@twu.edu</p> <p style="margin: 0; font-weight: bold;">Regarding your request to withdraw from TWU</p> </div> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <p>To ■ Rashid, Arman</p> </div> <div> <p style="margin: 0;">Workflow Notification</p> <p style="margin: 10px 0 0 0;">Rashid, Arman,</p> <p style="margin: 10px 0 0 0;">Your request to be withdrawn from TWU has been received and currently being reviewed.</p> <p style="margin: 10px 0 0 0;">Thanks,</p> <p style="margin: 10px 0 0 0;">Registrar's Office</p> </div> </div>

Texas Woman's University Office of the Registrar

You may receive email notifications from Student Life (if you have fewer than 80 institutional credit hours), Athletic Department (if you are a student athlete), International Advising (if you are an international student), and/or Instructors (as they assign a grade).

You will receive a final email from the Registrar's Office when withdrawal is complete.


 Reply  Reply All  Forward  IM



Mon 7/27/2015 5:06 PM

share@twu.edu

Regarding your request to withdraw from TWU

To  Rashid, Arman

Workflow Notification

Dear Rashid, Arman,

Your request to withdraw from TWU is complete.

Thanks,

Registrar's office