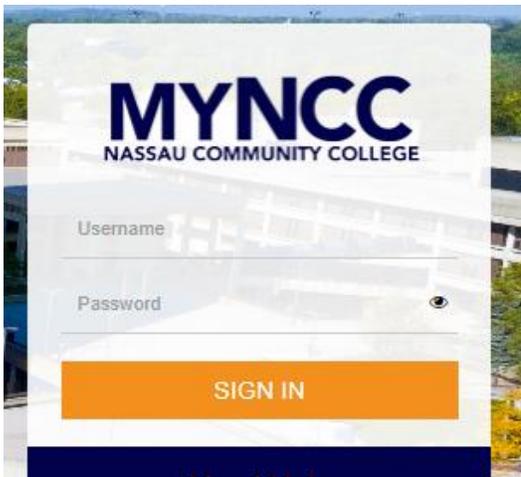
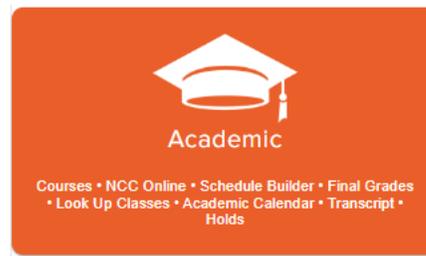


NCC Student - Steps for Class Withdrawal

1. Log into your MyNCC Portal



2. Click on Academic tab



3. Click on Class Withdrawal



4. Locate the **Action box** next to the course you plan on withdrawing from this semester

5. Before withdrawing from course, **review** the withdrawal and tuition liability/refund policy

Refund Period	Liability/Refund Policy (QR Code)	Automatic Withdrawal	Withdrawal with Approval	Withdrawal Policy (QR Code)
<p>First three weeks of semester</p> <p>Drop without a W grade on transcript</p> <p>*Check tuition liability deadlines</p>		<p>Fourth through ninth week</p> <p>Drop with a W grade on Transcript</p>	<p>After ninth week of classes</p> <p>Drop with a W grade on Transcript</p> <p>*Discretion of the instructor</p>	

*Please note that the liability/refund & withdrawal policy differ for mini/summer session. Check NCC website for details.

6. Click on **Withdraw Grade = W**

Class Withdrawal Form

Please select a class to withdraw from.

Student ID: N00 4
 Name: Test, Student A.
 Student Type: N - New First Time
 Program: LAAA-AA - Lib Arts/Sci: Hum/SSci-AA
 Degree Sought: AA - Associate in Arts
 Major: LAAA - Liberal Arts Sci Hum SocSci
 Catalog Term: 202010 - Fall 2019
 Withdrawal Term: 202040 - Spring 2020

Registered Classes - Term: Spring 2020										
CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
49321	PED	227	J2	Women's Racquetball	.5	NCC Main		03/28/2020		Withdraw Grade = W
49329	ACC	101	A1	Accounting I	3	NCC Main		02/10/2020		Withdraw Grade = W

7. Complete the requested information on the class withdrawal form and check the **acknowledgement box** ✓

Class Withdrawal Form

Please complete the requested information below. All requests will be reviewed by Faculty and if more than two withdrawals this term by CERC.

Student ID: N00 -4
 Name: Test, Student A.
 Withdrawal Term: 202040 - Spring 2020

Select Class for Withdrawal - Term: Spring 2020

CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
49321	PED	227	J2	Women's Racquetball	.5	NCC Main		03/28/2020		Withdraw - Grade W

Questions

* - indicates a required field. **Your web session will expire in 30 minutes at this time: 02:37:07 PM. If your session expires, you will need to Remaining Time: 29:17**

Reason for Withdrawing: Cannot complete requirements 

Comments: 

Maximum 250 characters. Characters Remaining: *

Acknowledgment

* I understand that withdrawing from classes can impact my Financial Aid, VA Benefits, Financial Responsibility, an 



8. Click **submit**

9. **Review** your withdrawal submission

Class Withdrawal Form

The withdrawal request has been received. Your instructor may contact you to complete the process.

Select Class for Withdrawal - Term: Spring 2020

CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
49321	PED	227	J2	Women's Racquetball	.5	NCC Main		03/28/2020		Withdraw - Grade W

RELEASE: 8.0 NCC

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To cancel a request (immediately):

Return to the **Class Withdrawal tab** and click **cancel withdrawal**. Both student and instructor will receive an email.

Class Withdrawal Form

Please select a class to withdraw from.

Student ID: N00 -44
 Name: Test, Student A.
 Student Type: N - New First Time
 Program: LAAA-AA - Lib Arts/Sci: Hum/SSci-AA
 Degree Sought: AA - Associate in Arts
 Major: LAAA - Liberal Arts Sci Hum SocSci
 Catalog Term: 202010 - Fall 2019
 Withdrawal Term: 202040 - Spring 2020

In-Process Withdrawals

CRN	Student Submit Date	CERC Advisor Name	CERC Advisor Submit Date	Faculty Name	Faculty Submit Date	Status (Queue)	Cancel Request
49321	04/03/2020 02:11 PM				04/03/2020 04:25 PM	FACULTY-MEET	Cancel Withdrawal



Important:

- After the automatic withdrawal period, the approval is at the discretion of the instructor
- If you receive financial aid, it is recommended that you speak with financial services or the appropriate office before withdrawing to discuss if your aid will be impacted