Student User Guide - Class Withdrawal

Step 1

Log into the MyNCC Portal. From the Registration Information link, click on Class Withdrawal.

REGISTRATION INFORMATION

- Add or Drop Classes
- Look Up Classes
- Week at a Glance
- Concise Student Schedule
- Registration Fee Assessment
- Class Withdrawal
- Registration Status
- View Academic Progress Report
- Registration/Financial Aid Compliance

Step 2

Click on Withdraw Grade = W box for the class you wish to withdraw from.
Step 3

1. Choose a reason for the withdrawal.
2. Enter any comments you wish to include.
3. Check the acknowledgment checkbox.
4. Click Submit.

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

Step 4

Review your withdrawal submission.

The withdrawal request has been received. Your instructor may contact you to complete the process.
To Cancel a Request:

Choose **Cancel Withdrawal**. Both student and instructor will receive an email.

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**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:** LAA - AA - Lib Arts/Sld: Hum/SScl-AA
- **Degree Sought:** AA - Associate in Arts
- **Major:** LAA - Liberal Arts Sld Hum SecSd
- **Catalog Term:** 202010 - Fall 2019
- **Withdrawal Term:** 202040 - Spring 2020

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**Registered Classes - Term: Spring 2020**

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<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Campus</th>
<th>Instructor</th>
<th>Census Date</th>
<th>Grade Action</th>
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