

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.

Personal Information **Student** Financial Aid

Search Go

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
41996	AHS	156	C2	Physical Therapist Assistnt VI	4	NCC Main		01/31/2020		Beyond Drop Deadline 21-JAN-2020 P 2
49532	LAW	204	D2	Real Property	3	NCC Main		03/28/2020		Withdraw Grade = W
49930	NCC	101	H2	College Experience	1	NCC Main		01/31/2020		Beyond Drop Deadline 21-JAN-2020 P 2
42956	PED	161	A4	Tennis (C)	1	NCC Main		03/28/2020		Withdraw Grade = W

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.

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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 

Submit 

Step 4

Review your withdrawal submission.

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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:

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: 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



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		In-Progress
49329	ACC	101	A1	Accounting I	3	NCC Main		02/10/2020		Withdraw Grade = W
41996	AHS	156	C2	Physical Therapist Assistnt VI	4	NCC Main		01/31/2020		Beyond Drop Deadline 21-JAN-2020 P 2
49532	LAW	204	D2	Real Property	3	NCC Main		03/28/2020		Withdraw Grade = W
49930	NCC	101	H2	College Experience	1	NCC Main		01/31/2020		Beyond Drop Deadline 21-JAN-2020 P 2
42956	PED	161	A4	Tennis (C)	1	NCC Main		03/28/2020		Withdraw Grade = W