

How to Withdraw

Beginning January 29, 2024, registration self-service for students will have a new look. This how-to document has been created to assist you with how to withdraw from one or more classes for Spring 2024.

- 1. Log in to your Atlas account
- 2. Click on the **Courses** tab:



3. On the Courses tab, click on Registration inside the Registration channel:



4. Click on Withdraw from Class(es):



5. You will be directed to the **Registration** menu:



6. Click on Register for Classes:

Registrat	ion	
What wo	uld you like to do?	
	Prepare for Registration View your registration eligibility (time ticket information, holds that prevent registration, ect.)	Register for classes Register for classes and manage your class schedule (including withdrawing from one or more courses).
	Plan Ahead Get a head start! View and/or build a Plan to identify courses you will need to register for in upcoming terms.	Class Schedule Search Search for classes for registration.
-	View Registration Information Check your current and past class schedules (formerly Student Detail Schedule).	<u>Browse Course Catalog</u> Look up courses to add by your Plan (allows you to add classes to your Plan that are not yet available for registration).

7. Select the Term you wish to withdraw from a class for by clicking on the drop-down arrow inside the

Select a term field; click	Continue	after selecting the term:
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Select a Term	
Terms Open for Registration	
Select a term Continue	Ŧ

8. You will be directed to the **Register for Classes** page:

Regi	ster for Cla	sses																	
Find	Classes Enter	CRNs Plans	Schedule	and Options															
Ente Term	r Your Search Cr : Fall 2023 Credit Co	riteria 🙃 ourses																ŕ	i
	Open/Wa	aitlist Sections Onl	y [
		Subjer	#																
	Subject a	nd Course Numbe	ır 🗌																
	Keyword (Cour	se Number, CRN.)					5											1
		Campu	s																l
	In	structional Method	s																l
		Meeting Day	s																
M cate	utur II com	duca Dataila						•	î,	T Summ	NUN							fuition and Fe	
Class Sc	thedule for Fall 2023	3 Credit Courses							D.	CRN	Details	Title	Hou	Schedule Tvo	Instructional Meth	Status	Action	ä	1
6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			17559	BSC 1010	General Biology I	4	Combined	Onsite Course/	Registered	None		ĩ
7am									Ļ	10389	SYG 2000, 0	Introductory Sociology	3	Classroom	Online Course	Registered	None		i
8am									1	Total Hou	rs Registered: 10	Billing: 10 CEU: 0 Min: 1) Max:	13					1
Panel	ls 👻								1							Conditional Add	d and Drop 🙃	Submit	j

9. Locate the **Summary** section on the page (lower right):

📰 Summa	3 Summary											
CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	\$.				
17559	BSC 1010C, 0	General Biology I	4	Combined Cla	Onsite Course/Face	Registered	None	•				
10389	SYG 2000, 0	Introductory Sociology	3	Classroom Se	Online Course	Registered	None	*				
11369	EUH 2001, 0	Modern Western Civ	3	Classroom Se	Onsite Course/Face	Registered	None	•				
Total Hours	Total Hours Registered: 10 Billing: 10 CEU: 0 Min: 0 Max: 13											
						Conditional	I Add and Drop 🕕	Submit				

10. Inside the **Summary** section, locate the course you wish to withdraw from and click on the dropdown arrow inside the **Action** field next to the course; in this example, Charli Atlas will be withdrawing from BSC 1010C:

Summar	у			_			_	Tuition and Fees
CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	* -
17559	BSC 1010C, 0	<u>General Biology I</u>	4	Combined Cla	Onsite Course/Face	Registered	None	¥.
10389	SYG 2000, 0	Introductory Sociology	3	Classroom Se	Online Course	Registered	None	•
11369	EUH 2001, 0	Modern Western Civ	3	Classroom Se	Onsite Course/Face	Registered	None	•
Total Hours	Registered: 10 Billin	ng: 10 CEU: 0 Min: 0 Max: 13						
						Conditiona	I Add and Drop 🕕	Submit

11. After clicking on the drop-down arrow next to the course you wish to withdraw from, you will see the following options:

	📰 Summa	ary			_		_	Tuition and F	ees
-	CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	\$-
	17559	BSC 1010C, 0	General Biology I	4	Combined Cla	Onsite Course/Face	Registered	None	
4	10389	SYG 2000, 0	Introductory Sociology	3	Classroom Se	Online Course	Registered	None	
•	11369	EUH 2001, 0	Modern Western Civ	3	Classroom Se	Onsite Course/Face	Registered	Withdrawn - (Web/Phone)	
Þ									
	Total Hours	Registered: 10 Billir	ng: 10 CEU: 0 Min: 0 Max: 13						

Withdrawn - (Web/Phone)

13. To withdraw from another course, perform the same steps as numbers 11 and 12 above.

Summ	ary						Tuitio	on and F
CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	
17559	BSC 1010C, 0	General Biology I	4	Combined Cla	Onsite Course/Face	Registered	Withdrawn - (Web/P	•
10389	SYG 2000, 0	Introductory Sociology	3	Classroom Se	Online Course	Registered	None	•
11369	EUH 2001, 0	Modern Western Civ	3	Classroom Se	Onsite Course/Face	Registered	None	•

15. After clicking

Submit



Status of the course(s) will be reflected in the Summary section:

🔳 Summa	ry			_			_	Tuition and Fees
CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	☆ -
17559	BSC 1010C, 0	General Biology I	4	Combined Cla	Onsite Course/Face	Withdrawn	None	•
10389	SYG 2000, 0	Introductory Sociology	3	Classroom Se	Online Course	Registered	None	•
11369	EUH 2001, 0	Modern Western Civ	3	Classroom Se	Onsite Course/Face	Registered	None	•

Need help? Reach out to one of our <u>Student Support Services</u>. For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email <u>askatlas@valenciacollege.edu</u>.