MINNESOTA STATE UNIVERSITY MANKATO

Dropping/Withdrawing from a Class

Instructions and Information

Deciding whether or not to continue in a course is a tough decision. Many factors can affect enrollment including personal, family, and work life. This information guide will provide students with information on how to withdraw from a course and whether or not it is the right decision for them.

Students should discuss plans to withdraw from a course with their high school guidance counselor/teacher prior to withdrawing.

Dropping vs. Withdrawing from a Class

Dropping a class means that the student has successfully removed the class from their schedule on e-services within the allocated window on e-services. Dropping a class is only allowed the first few days of class and will not appear on a student's transcript.

Withdrawing from a class means that a student is no longer in the course, but the course counts as "attempted" and a grade of "W" is given. A withdrawal is denoted as a "W" on a transcript but will not be calculated into the student's cumulative GPA. However, it does factor into a student's standing with regards to Academic Standing for Undergraduate Students Policy.

Dropping From a Class	Withdrawing From a Class
✓ Will <u>not</u> appear on a student's academic record. ✓ Occurs during the advertised add/drop period. ✓ Students are allowed to drop from a class any time before 11:59pm on Friday, August 25th.	✓ Will appear on a student's academic record. ✓ Occurs after the add/drop period. ✓ Students are allowed to withdraw from a class any time before 11:59pm on Thursday, November 16th.

More Information About Withdrawing from a Class

Withdrawing from a Class

- Withdrawing from a course means that a student is no longer in the course, but the course counts as "attempted" and a grade of "W" is given. A withdrawal is denoted as a "W" on a transcript but will not be calculated into the student's cumulative GPA. However, it does factor into a student's standing with regards to Academic Standing for Undergraduate Students Policy.

Implications of Withdrawing from a Class

- Cumulatively, if a student has below a 1.7 GPA or a 66.67% completion rate, they can no longer take classes with the university. *Only a student's college GPA and completion rate are factored in, high school classes are not considered.*
- Selective colleges could view the "W" negatively on the student's transcript when considering the student for admission or scholarships.

What Should Students Do?

Step 1: Meet with Your High School Guidance Counselor
- o Withdrawing from a class has implications for both high school and college enrollment. It is important that you meet with your high school guidance counselor to ensure dropping from a class will not affect your high school graduation or GPA.

Step 2: Meet with a PSEO Advisor
- o Schedule a meeting with a PSEO Advisor through Microsoft Bookings.
- o You will not be able to withdraw from the course without meeting with a PSEO advisor.

Step 3: Consider Your Options
- o Ask yourself what the purpose of the course is.
  - o How does the course fit in with their academic goals?
- o Depending on your grade in the course as well as where you are in the semester, you could have time to improve your grade.
  - o Come up with a plan to make good study habits or partner with someone in the class to study.
  - o Meet with your faculty instructor to explore opportunities for extra credit or ways to make up points in the course.
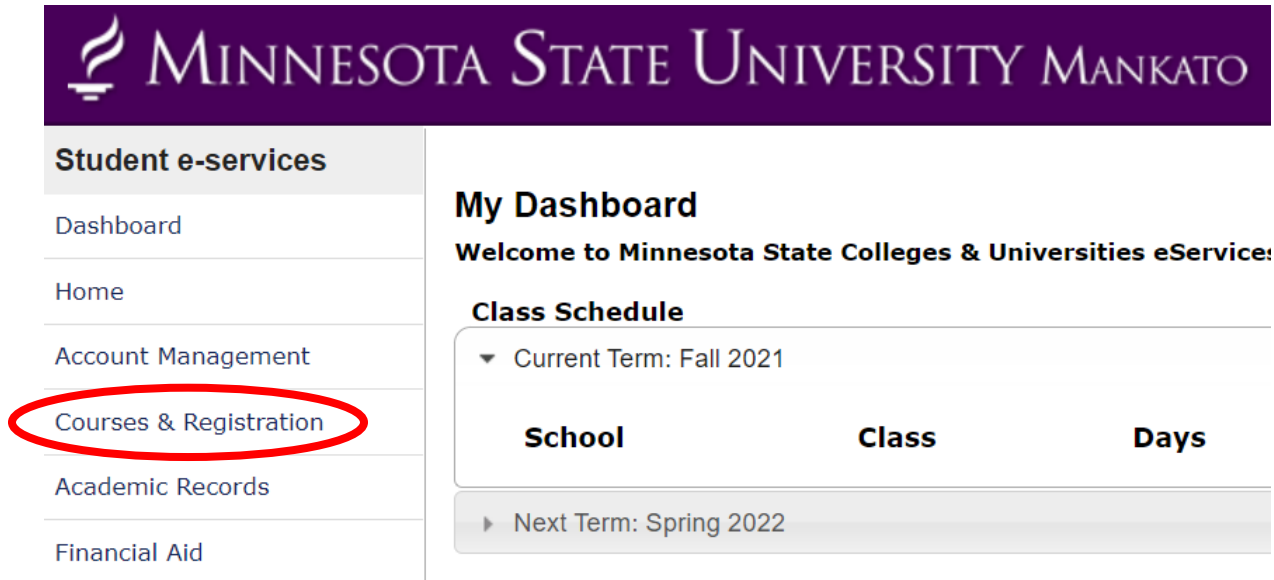
Step 4: Finalize Your Decision

- o If you have decided to withdraw from the course, email your PSEO advisor to receive approval to withdraw from the class.
- o Your advisor will submit an override for you withdraw from the course.
- o Log-in to e-services to withdraw from the class.

How to Drop/Withdraw from a Class

Step 1: Log-in to e-services.

Step 2: Select "courses and registration" on the left-side panel.

Step 3: Select "View/Modify Schedule" on the left-side panel.

MINNESOTA STATE UNIVERSITY MANKATO

Student e-services

Dashboard

Home

Account Management

Courses & Registration

Search for a Course

Review My Plan

View/Modify Schedule

Quick Add (Register)

Courses and Registration

Search for a Course

Review My Plan

View/Modify Schedule

Quick Add (Register)

Registration Holds

Registration Access Code

Registration Window

Registration Log

Step 4: Select the black "x" icon next to the name of the class.

Spring 2021	Fall 2021

Registered ✓ Printable Schedule

		ID #	Subj	#	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc
⊗	✎	001694	SOC	101	01	Introduction to Sociology	8/23/2021 - 12/10/2021	M W F	9:00am - 9:50am	Armstrong Hall 0101	Hoy, Aaron ✉	3.0	Normal	⏰	📍

Course Notes: FlexSync courses are held in-person by instructors in the classroom with the option of remote attendance of students via Zoom. In-person attendance is strongly encouraged. Students who need to participate remotely for any reason should contact their instructor by the end of the first week. Instructors may set attendance expectations for those who have not arranged remote attendance. International students attending remotely from home countries will be granted remote attendance automatically.

Diverse Cultures - Purple

NOTE: Room locations and instructor assignments may be subject to change. You are advised to check your class schedule for changes just prior to the start of the term.

Days
M=Monday; T=Tuesday; W=Wednesday; Th=Thursday; F=Friday; Sa=Saturday; Su=Sunday

If you move your mouse over the icons above, hover text will display that explains what the icon is for.

Legend:
⊗ Drop/Withdraw

Step 5: Enter in your Star ID password and select "drop course."

Semester: Fall 2021

If you are attempting to withdraw from this course after the drop date you will get a grade of W.

Be aware that withdrawing from a class can impact academic standing and your financial aid. We recommend talking to an advisor to avoid unintended consequences.

By verifying your password, you are accepting any financial obligations incurred as a result of this transaction.

Enter your password: `●●●●●●●●●●` [Drop Course]

	ID #	Subj	#	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc
✖ ✎	001694	SOC	101	01	Introduction to Sociology	8/23/2021 - 12/10/2021	M W F	9:00am - 9:50am	Armstrong Hall 0101	Hoy, Aaron ✉	3.0	Normal	⏰	📍
	Course Notes:	FlexSync courses are held in-person by instructors in the classroom with the option of remote attendance of students via Zoom. In-person attendance is strongly encouraged. Students who need to participate remotely for any reason should contact their instructor by the end of the first week. Instructors may set attendance expectations for those who have not arranged remote attendance. International students attending remotely from home countries will be granted remote attendance automatically. Diverse Cultures - Purple											

Questions? Please contact pseo@mnsu.edu.