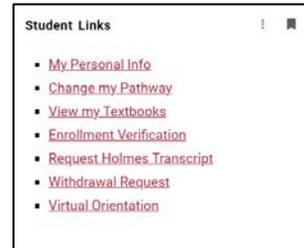


How to Withdraw (Drop) a Course (after Late Registration)

1. Log in to the **MyHolmes** portal.
2. Click on **Withdrawal Request** on the *Student Links* card.



3. The Withdrawal Policy will be displayed. To verify that you have read the policy, enter your Holmes ID number and Date of Birth and click **I have read the New Policy**.

The screenshot shows the 'Withdrawal Request Form' header with the Holmes logo. Below the header, it displays 'Name: Test Test Account-Two' and a warning: 'Withdrawing from a course does not remove your responsibility to pay your balance due.' It then lists the 'Holmes Community College Withdrawal Policy' with three bullet points:

- You are unable to withdraw prior to 50%. If you have an extenuating circumstance, please contact the appropriate Administrative Office listed on the next page.
- If you cutout prior to 50%, you will receive a grade of "F" for the course and will be assessed a fee on your account.
- If you withdraw or cutout after 50% and prior to 75%, you will receive a grade of "W" for the course and will be assessed a fee on your account.

 Below the policy, there are input fields for 'Holmes ID' and 'Date of Birth', and a checkbox labeled 'I have read the New Policy'.

4. The **Withdrawal Request Form** will be displayed showing the status of the courses your are currently enrolled in. To withdraw (drop) a course, click on the checkbox to the right of the courses you would like to withdraw from.

NOTE: If you wish to withdraw from **ALL** courses, please check all courses **EXCEPT** the last course.

The screenshot shows the 'Withdrawal Request Form' with the following details:

- Holmes ID: H00226758
- Name: Test Test Account-Two
- Warning: Withdrawing from a course does not remove your responsibility to pay your balance due.
- Section: Below is the status of your course(s) for Fall 2020.
- Instructions:
 - To **WITHDRAW** click the box to the right of the course(s) you wish to withdraw from and click **SUBMIT**.
 - To **EXIT** the withdrawal request process without changes select the in the upper right corner.
 - To **VIEW** or **PRINT** a copy of your course status report click **SUBMIT**.
- Course List:
 - 80332 - ART 1113 HA CLAS Art Appreciation - Cheatham, John
Last Day to withdraw from Art Appreciation is October 30, 2020
If you would like to withdraw from Art Appreciation Click Here --->
 - 80388 - HIS 1113 HA CLAS Western Civilization I w/eBook - Barton, Caroline
Last Day to withdraw from Western Civilization I w/eBook is October 30, 2020
If you would like to withdraw from Western Civilization I w/eBook Click Here --->
 - 80836 - LLS 1313 HB CLAS Orientation - Grace, Wendy
Last Day to withdraw from Orientation is October 30, 2020
If you would like to withdraw from Orientation Click Here --->
- Submit button at the bottom.

This is a close-up of the first course entry from the previous screenshot:

- 80332 - ART 1113 HA CLAS Art Appreciation - Cheatham, John
- Last Day to withdraw from Art Appreciation is October 30, 2020
- If you would like to withdraw from Art Appreciation Click Here --->



If you clicked on the Withdrawal Request Form by mistake, you may **EXIT** without changes by clicking on the X to close the browser.

5. The Survey Screen will be displayed showing the courses you have selected to withdraw from. Note: If no courses were selected on the previous screen, there will be no courses listed on this page. You may EXIT by clicking on the X to close the browser.

6. For each course you selected to withdraw from, a withdrawal survey **MUST** be completed in order to continue. To access the survey for the course, [Click Here for Survey](#), complete the survey, and click . You will be brought back to this screen until all surveys are completed.

Holmes Withdrawal Request Form
 Holmes ID: H00226758 Name: Test Account-Two

You are requesting to withdraw from the course(s) listed below for Fall 2020.

- * If no courses are listed, click SUBMIT to view your course status report or click the in the upper right corner to EXIT.
- * To continue the withdrawal process, you MUST complete the withdrawal survey(s) for each course(s) listed below that you wish to withdraw from.
- * If you have decided NOT to withdraw from a course listed below, you MUST still complete the survey. However, after you click SUBMIT, you will be allowed to change your decision to withdraw by selecting NO when asked to verify your request.

When all surveys have been completed, click SUBMIT to continue.

80332 - ART 1113 HA CLAS Art Appreciation [Click Here for Survey](#)
 80388 - HIS 1113 HA CLAS Western Civilization I w/eBook [Click Here for Survey](#)

7. When all surveys have been completed, click [SUBMIT](#) to continue.

Holmes Withdrawal Request Form
 Holmes ID: H00226758 Name: Test Account-Two

You are requesting to withdraw from the course(s) listed below for Fall 2020.

- * If no courses are listed, click SUBMIT to view your course status report or click the in the upper right corner to EXIT.
- * To continue the withdrawal process, you MUST complete the withdrawal survey(s) for each course(s) listed below that you wish to withdraw from.
- * If you have decided NOT to withdraw from a course listed below, you MUST still complete the survey. However, after you click SUBMIT, you will be allowed to change your decision to withdraw by selecting NO when asked to verify your request.

When all surveys have been completed, click SUBMIT to continue.

8. The Verify Screen will be displayed. You will be asked to verify whether or not you would like to withdraw from the courses you selected.

- If no courses are listed, click X to exit the form.
- Select NO if you do NOT wish to withdraw from the courses. Upon submission, your withdrawal request for the courses will be cancelled.
- Select YES if you wish to withdraw from the courses. Upon submission, your withdrawal request for the courses will be processed.
- Click to continue.

Holmes Withdrawal Request Form
 Holmes ID: H00226758 Name: Test Account-Two

Please note that withdrawing from courses may affect the following:

- * Financial Aid Awarded
- * Scholarships based on minimum hours enrolled
- * Dorm Status (must be enrolled in a minimum of 15 hours)
- * Graduation

You are requesting to withdraw from the course(s) listed below for Fall 2020. Please verify whether or not you wish to withdraw.

If no courses are listed, click SUBMIT to view your course status report or click the in the upper right corner to EXIT.

- * To **WITHDRAW** from a course listed below, select YES.
- * If you **DO NOT** wish to withdraw from a course listed below, select NO.

To continue and view your course status report, click SUBMIT.

80332 - ART 1113 HA CLAS Art Appreciation YES NO
 80388 - HIS 1113 HA CLAS Western Civilization I w/eBook YES NO

9. Your Course Status Page will be displayed showing the status of your courses. You may print a copy for your records or exit the form when done.

Holmes **Withdrawal Request Form**

Holmes ID: H00226758 Name: Test Account-Two

Below is a status of current courses for Fall 2020!

If you have submitted a request to drop/withdraw, your instructor(s) will be notified by email. Your instructor(s) will enter your last date of attendance and submit the form to the proper office for processing. Withdrawing from a course does not remove your responsibility to pay your balance due.

PRINT THIS FORM FOR YOUR RECORDS.

To PRINT this page select the located on left top of this page. To EXIT the form select the in the upper right corner.

Currently Enrolled Courses

80836 - LLS 1313 HB CLAS - Orientation - Grace, Wendy

Courses you have requested to withdraw from

80332 - ART 1113 HA CLAS - Art Appreciation - Cheatham, John	Request submitted and is being processed.	Click Here to See Survey
80388 - HIS 1113 HA CLAS - Western Civilization I weeBook - Barton, Caroline	Request submitted and is being processed.	Click Here to See Survey

- Courses will be listed in one of three sections:
 1. Currently Enrolled Courses
 2. Courses You Have Requested to Withdraw From (if applicable)
 3. Courses You Have Been Withdrawn From (if applicable)
 - To print a copy for your records, click at the top of the page.
 - To print a copy of your Withdrawal Survey for a course, [Click Here to See Survey](#), then click at the top of the page.
 - For each course that you requested to withdraw (drop) from, your request will be emailed to your instructor, who will submit your Last Date of Attendance (LDA) to the proper Administrative Office to continue the process of the withdrawal request.
 - Once your request has been completed by the Administrative Office, your Last Date of Attendance (LDA) will be displayed next to the course you requested to withdraw (drop) from.
- If you submitted a Withdrawal Request Form by mistake, you **MUST** contact the Administrative Office to request to be re-enrolled.
- For eLearning courses, contact the eLearning Office.
 - For campus courses, contact the Academic Dean's Office of the campus you are attending.
- The system will not allow you to drop your last course, but will provide contact information.

Holmes **Withdrawal Request Form**

Holmes ID: H00226758 Name: Test Account-Two

Please note that withdrawing from courses may affect the following:

- * Financial Aid Awarded
- * Scholarships based on minimum hours enrolled
- * Dorm Status (must be enrolled in a minimum of 15 hours)
- * Graduation

All fees must be paid prior to withdrawal from the college. Please contact the Career Technical Director's Office for your campus or program at (662) 472-9058 to withdraw from all of your courses.

Note: When done, be sure you close (X) the page, log out of My Holmes, and close the browser.