

# ON-LINE COURSE WITHDRAWAL INSTRUCTIONS

## GENERAL INFORMATION

- This online application will allow you to withdraw from one or more of your courses.
- Upon Authorizing the Office of the Registrar to process the withdrawal an email alert will be sent to your instructor, advisor and yourself, making them aware of your intentions to withdrawal from the course(s).
- Student's withdrawing completely from the university should check all courses and then email the Office of the Registrar ([buregistrar@bloomu.edu](mailto:buregistrar@bloomu.edu)) or if you are on campus, stop by the office of the Registrar, in regards to your university withdrawal.
  - Students seeking readmission should contact the Office of Admissions.
- If you are a Board of Governors, Athlete or Trio student you must obtain approval before the Office of the Registrar will process your withdrawal. Please have the appropriate office email [buregistrar@bloomu.edu](mailto:buregistrar@bloomu.edu) authorizing us to process your withdrawal request. The withdrawal request will not be processed until authorized by the appropriate office.

## LOG IN INSTRUCTIONS

- Log in using your email ID (Do not enter: @huskies.bloomu.edu) and your STINF pin
- Click Log In

**You are unable to use the back button in this application, if you need to go back to a previous screen you must return to the Office of the Registrar page and click on the link again to return to the Course/University withdrawal application.**

## COURSE WITHDRAWAL FORM PROCESS

- Select the course(s) from which you want to withdraw.
- Click Withdrawal Authorization – **If you do not click in this field you will get a pop up box that this request can not be completed until you acknowledge this information.**
- Click Withdrawal
- Upon seeing the Withdrawal Acknowledgement page your withdrawal request is complete. Your withdrawal will be processed with 24 hours of completing this process.

**If you do not wish to process the withdrawal request after logging in you must Log Off to exit the application.**