

ON-LINE COURSE WITHDRAWAL INSTRUCTIONS

- Log in using the link provided on the Office of the Registrar's Home page or Under Student Resources.
- Log in using your email ID (Do not enter @huskies.bloomu.edu) and your email password.
- 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 and University Withdrawal Request

This application will permit withdrawals from one or more classes.

Students are obligated to check their academic record to ensure the withdrawal request was submitted properly.

Students must notify the Office of the Registrar that a request was submitted, but not processed correctly within 48 hours of submitting the request. ***There is no recourse for a student once the deadline to withdraw from a course has passed. The student would receive an "E" for the course.***

Financial Aid and Academic Policy warnings:

- Students are responsible for all academic and financial ramifications related to withdrawing from a class.
- Students should consult with the instructor of the class and their academic advisor PRIOR to withdrawing from a class.
- Students are responsible for meeting all academic degree requirements.
- Students are responsible for all fees and tuition due to the institution. Please contact the appropriate office for information concerning Financial Aid ramification and or tuition and fees refunds.
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By clicking on the link below, which will redirect you to the course withdrawal sign on page, you are acknowledging that you are responsible for all university financial, and academic polices as well as state and federal financial aid polices and that you accept responsibility related to these polices.

Please click on the below link if you wish to withdraw from one or more classes.

email id:

password:

[reset](#)

- Select the course(s) from which you want to withdraw.
- Put a check mark in the box or boxes of the course(s).
- Click Withdrawal Authorization – **If you do not click in this field you will get a pop up box that this request cannot be completed until you acknowledge this information.**
- Click the Withdrawal button.

COURSE WITHDRAWAL FORM

Mary Ellen Student

advisor: Steven Si
advisor email: ssi@bloomu.edu
session: Summer 2114

	<u>COURSE</u>	<u>SESSION</u>	<u>TITLE</u>	<u>INSTRUCTOR</u>
<input type="checkbox"/>	ACCT 220-02 (1147)	2	FINANCIAL ACCOUNTING	Rude

Withdrawal Authorization: I have carefully reviewed my choices and I acknowledge that I am responsible for all university financial and academic policies as well as state and federal financial aid policies and I authorize you to process my withdrawal request.

I understand that withdrawing from all courses constitutes a withdrawal from Bloomsburg University.

withdrawal

[logoff](#)

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withdrawal

[logoff](#)

Withdrawal Acknowledgement

Please be advised that we have received your request to withdraw. This request will be processed within 24 hours. An email has been sent to the instructor, advisor and yourself alerting all parties to the withdrawal request.

It is very important that you contact your academic advisor to ensure that it is appropriate for you to withdraw from this course.

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 authorizing us to process your withdrawal request. The withdrawal request will not be processed until authorized by the appropriate office.

By withdrawing from a class, I am acknowledging that I am responsible for knowing and understanding all university financial and academic policies as well as state and federal financial aid policies and that I accept responsibility for these policies.

Thank You. Office of the Registrar

- Upon seeing the Withdrawal Acknowledgement page your withdraw request is complete. Your withdraw will be processed with 24-48 hours of completing this process.

It is your responsibility to check your schedule on ISIS/PeopleSoft to make sure the course withdrawal is shown. If you do not see the “W” in the course you selected within 48 hours on finishing this process, please go to the Office of the Registrar to follow up on your on line course withdrawal.