HOW TO SUBMIT A COURSE WITHDRAWAL

- 1. Login into the SWAN and go to the DUCK.
- 2. From the MAIN MENU, click on STUDENT SERVICES

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3. Under STUDENT SERVICES, click on Registration (includes drop/add and withdrawal)

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4. Under REGISTRATION, click on Drop/Withdraw from Courses

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5. On the Course Withdrawal Form, click on the action button to initiate the withdrawal. You will also be required to indicate a reason for withdrawing. You MUST click on the SUBMIT button to go to the next step.

| Choose | courses from w | hich you wish to withdraw: | | |
|---------|------------------|--|------------------------|----------------------------|
| CRN | Course | Title | Session | Action |
| 21799 | XGAT-1000 | Cross Registration - GA Tech | Full Term | WD Course - Before Midtern |
| Pie | ase provide a da | ytime phone number where you can be re | eached: 123-456-7890 | |
| | | Reason for withd | rawing Descelated with | n orade |
| f 'Othe | r', please speci | fy: | | |
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6. Please Confirm Course Withdrawal – you must select NO or YES to complete the process.

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| Pleas | e Confirm (| Course Withdrawal | | |
| he da "he da" "he da" | confirm your wit tely. They are que cessed. It may tak ytime phone nu 6-7890 | hdrawal request. Your request will not be ued for processing by the Registrar's Office, e several days to process, but your withdraw mber where you can be reached is: | accepted unless you Accepted requests the val will be made effect | click "Yes" below, Requests are not processed at are still pending requests will show on this site tive as of the date of your request. |
| ne col | Course | Title | Session | ACTION |
| 1799 | XGAT-1000 | Cross Registration - GA Tech | Full Term | WD Course - Before Midterm |
| This ad | tion will cause a | withdrawal from all courses, | | |
| | really want to | drop the courses? | | |
| - Ton | 1000 | You MUST click on YES to company | | |
| Yes | No | Die Mantramie Discourt | | |

7. Withdrawal Confirmation - DUCK and CSU email.



Please retain a COPY of your email confirmation. You will be required to produce the email in the event of an unlikely grade discrepancy.

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