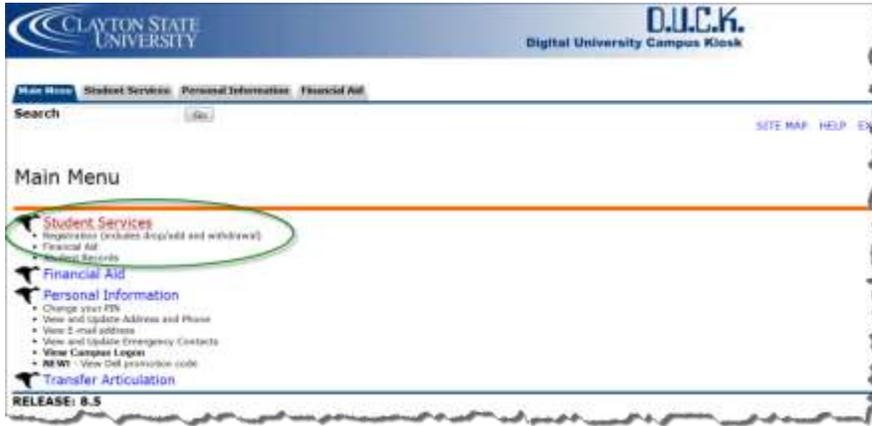
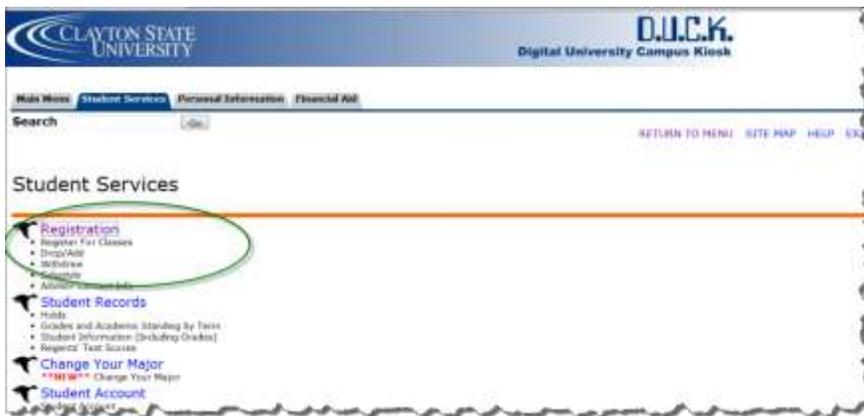


HOW TO SUBMIT A COURSE WITHDRAWAL

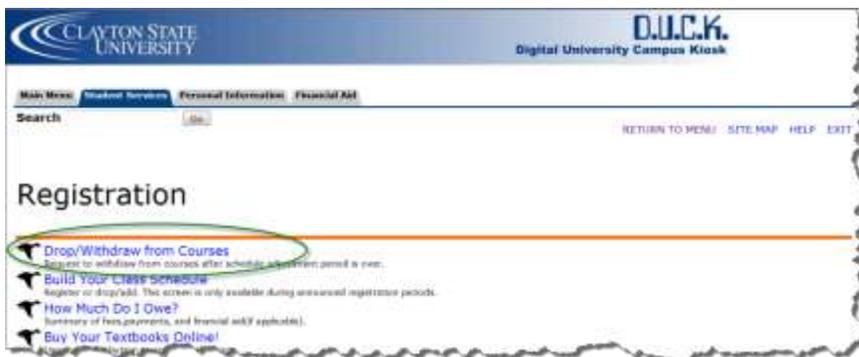
1. Login into the SWAN and go to the DUCK.
2. From the MAIN MENU, click on STUDENT SERVICES



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



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



- 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.

Course Withdrawal Form

Choose courses from which you wish to withdraw:

CRN	Course	Title	Session	Action
21799	XGAT-1000	Cross Registration - GA Tech	Full Term	WD Course - Before Midterm

Please provide a daytime phone number where you can be reached: 123-456-7890

Reason for withdrawing:

If 'Other', please specify:

Be sure to click on the SUBMIT button.

RELEASE: 1.0

- Please Confirm Course Withdrawal – you must select NO or YES to complete the process.

Main Menu [Student Services](#) [Personal Information](#) [Financial Aid](#)

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Please Confirm Course Withdrawal

Please confirm your withdrawal request. Your request will not be accepted unless you click "Yes" below. Requests are not processed immediately. They are queued for processing by the Registrar's Office. Accepted requests that are still pending requests will show on this site until processed. It may take several days to process, but your withdrawal will be made effective as of the date of your request.

The daytime phone number where you can be reached is:
123-456-7890

The courses you have chosen to withdraw from are:

CRN	Course	Title	Session	ACTION
21799	XGAT-1000	Cross Registration - GA Tech	Full Term	WD Course - Before Midterm

This action will cause a withdrawal from all courses.

Do you really want to drop these courses?

You MUST click on YES to complete the withdrawal process.

RELEASE: 8.5.4

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.

