Withdrawing from Individual Courses

Attention!!!

- Have a conversation with your professor **BEFORE** you withdraw
- This form is to be used to withdraw from one or more courses (but not all of them) the day after the refund schedule ends - click for refund schedule if you are viewing this online
- Click here for Withdrawal Dates if you are viewing this online
- This form is **not** to be used if you are withdrawing from **all of your courses**
- Withdrawing from all of your classes? You need to stop by the Counseling Services and Student Success Office (SCC 118) for a Withdrawal Application Form
- Withdrawing from one or more of your classes may affect your financial aid and/or your enrollment status (ie: full time, part time, etc.). Please check with financial aid before withdrawing!
- This form may be brought to the Records and Registration Office (SCC 220) or scanned and emailed to registrar@ccm.edu

Please Print:

Name ____________________________________________________________

CCM ID __________________  CCM Email ____________________________@student.ccm.edu

Please indicate (below) the appropriate semester/mini term for the course you are withdrawing from:
Semester:  (check one)  ____Fall  ____Spring  ____Summer  ____Winter

Indicate Mini Term below next to course section:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course #</th>
<th>Section #</th>
<th>Title</th>
<th>Faculty Name</th>
<th>Faculty Email Address</th>
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Student Signature __________________________________________ Date ________________  

*Completed/signed form must be turned in to Records and Registration (SCC 220) for processing!*

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Processed by: Rec and Reg ______ Date_________________ Faculty LDA Confirmed __________

Notes:________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Vice President, Student Development and Enrollment Management ____________________________ Date ____________________________

White – Records & Registration  Yellow – Student