

Online Drop/Withdrawal Process for Undergraduate Students

Check the following before submitting a withdrawal request:

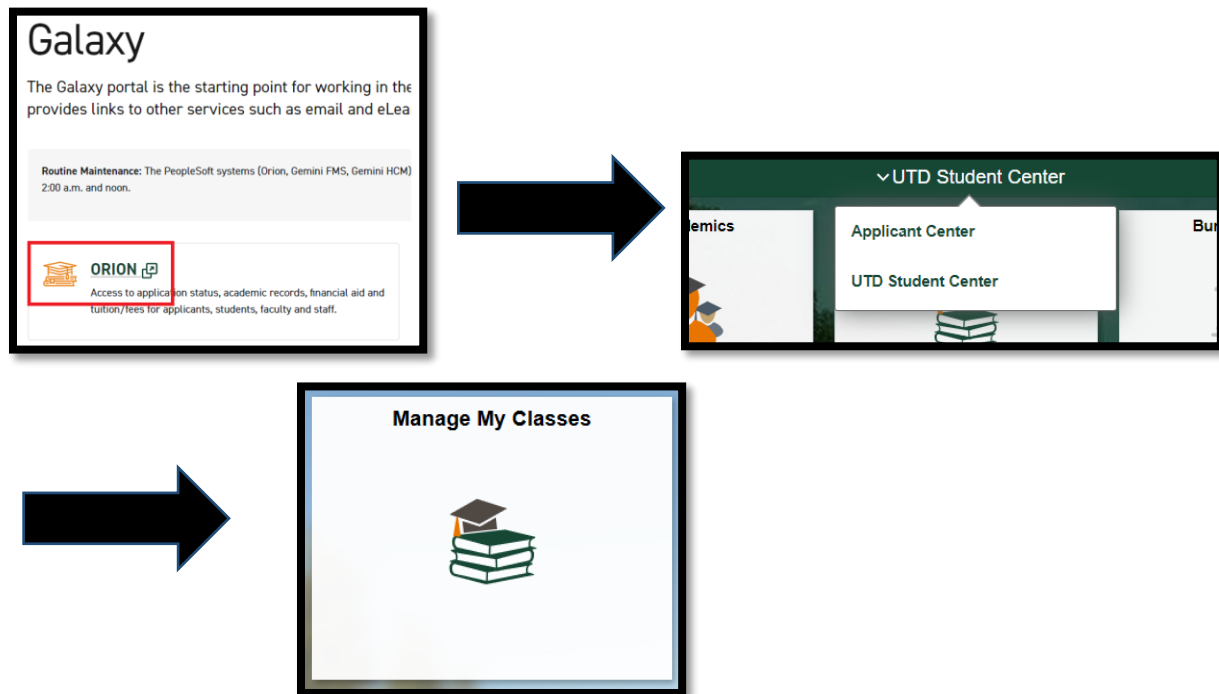
- Instructor Discussion/Student Success Center: Have you sought assistance from your professor or with the Student Success Center (<https://studentsuccess.utdallas.edu/>) regarding your course? Withdrawing from courses critical to your degree plan could extend your time to graduation.
- Enrolled Hours: Are you required to be enrolled full-time for scholarship, financial aid, insurance, veteran's benefits, or other reason? You will need to consult these areas directly before withdrawing.
- Texas 6-withdrawal Rule: For information, please visit: <https://registrar.utdallas.edu/legislative-policies/6-withdrawal/>.
- Texas Excessive hours: For more information, please visit: <https://registrar.utdallas.edu/legislative-policies/excessive-hours/>.
- Texas 3-course Repeat Rule: For more information, please visit: <https://registrar.utdallas.edu/legislative-policies/3peat/>.
- Degree requirement: Withdrawing could have an impact in the sequencing and progression of your degree plan and could extend your time to graduation. If you have questions, discuss with your advisor before submitting a request. You may also visit the [Academic Catalog](#) to review your degree plan.

Please read before submitting a drop/withdrawal request:

- Students are responsible for dropping/withdrawing from courses for which they are registered and do not attend.
- Students are responsible for reading and understanding the deadlines for refunds and for dropping courses according to the Academic Calendar.
- Courses dropped before the course session census date are considered a drop.
- After the course session census date, withdrawing from a course will result in a Withdrawal (W/WL) grade on the official academic record.
- All drop/withdrawals are subject to the rules and deadlines in the Academic Calendar.
- The drop/withdraw submission will be contingent upon approval by the academic department. If approved by the academic department, **the drop/withdrawal will be dated as of the approval date**, and not the submission date of the drop/withdrawal request.
- Students are still responsible for the tuition and fees and for any balances owed. If there is any, refunds will be based on the refund schedule set forth in section 54.006 of the Texas Education Code published in the UT Dallas Catalog.

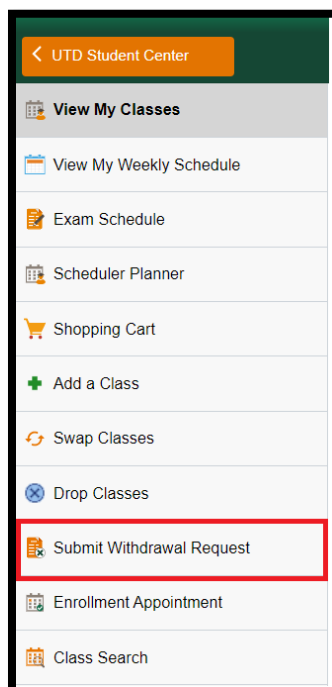
STEP 1:

Login to Orion. On the **UTD Student Center**, select the **Manage My Classes** tile.



STEP 2:

Click on **Submit Withdrawal Request**.



STEP 3:

You will see two (2) options in the middle of your page:

A. Withdraw from ALL Courses OR **B. Withdraw Selected Courses.**

Option A. Withdraw from ALL Courses:

Select this option:

- If you would like to withdraw from ALL your courses for the term.
- If you are enrolled in only one (1) course for the term and would like to withdraw from it, you would choose this option.
- If this is your last course to withdraw for the term, you would choose this option.

Once you have made your selection, click the **Request Withdrawal** button to submit your request.

The screenshot shows the 'Manage My Classes' page in the UTD Student Center. On the left is a sidebar with navigation links: View My Classes, View My Weekly Schedule, Exam Schedule, Scheduler Planner, Shopping Cart, Add a Class, Swap Classes, Drop Classes, Enrollment Appointment, **Submit Withdrawal Request** (highlighted), Class Search, Browse Course Catalog, Texas Common Course Numbers, and Bookstore. The main content area is titled 'Withdrawal Request' and includes a 'Return to Student Center' link. It contains a section for 'Automated Withdrawal Process' with two radio button options: 'Withdraw from ALL Courses' (selected and highlighted with a red box) and 'Withdraw Selected Courses'. To the right of these options is a table with the following information:

Institution	UTDAL
Career	Undergraduate
Term	2021 Spr

Below the radio buttons is a 'Request Withdrawal' section with a 'Request Withdrawal' button highlighted by a red box. Above the radio buttons, there is a list of statements to agree to, followed by a note for F-1 and J-1 students and a note for undergraduates regarding non-academic reasons.

Option B. Withdraw Selected Classes:

- Select this option if you would like to withdraw from one but remain enrolled in other classes.
 - o Select and submit one class at a time.
 - o Graduate classes will have a grayed-out checkbox. Please see your advisor to withdraw from graduate classes.
 - o Withdrawing from the below listed biology classes will require a withdrawal from its workshop. You will only be allowed to select one of the biology classes and the other class will gray out:

STEP 4:

Please review the message that appears on the page. If you are sure of your choice, choose **Yes** to submit your form.

UT Dallas Withdrawal Request (25503,117)

- I understand it is my responsibility to withdraw from courses for which I am registered and do not attend, and it is my responsibility to read and understand the deadlines for refunds and for dropping classes according to the Academic Calendar.
- I acknowledge and confirm that withdrawing from the course will result in a W grade on my official academic record.
- I understand that all withdrawals are subject to the rules and deadlines in the Academic Calendar.
- I understand my withdraw submission will be contingent upon approval by my academic department.
- I acknowledge that if approved by my academic department, my withdrawal will be dated as of the approval date, and not the submission date.

I understand and agree that if I have any outstanding tuition and fees, that I am still responsible for and will pay the balance owed. I also understand that any refund will be based on the refund schedule set forth in section 54.006 of the Texas Education Code published in the UT Dallas Catalog.

By choosing 'Yes', I acknowledge that I read, understand, and agree to the above listed statements, as well as give my consent to withdraw.

Please note: The submitted withdrawal request will be sent to the academic approver for review and processing. Please allow at least 48-72 hours for review and processing. If you do not see the change on your record in 48-72 hours, please contact the Office of the Registrar at records@utdallas.edu.