

Online Withdrawal from All Classes

Procedure for Students in:

Pharmacy
Undergrad Engineering
Applied English Center
Law

- Prior to withdrawing from all classes please see the [academic calendar](#) for withdrawal and refund deadlines.
- Submit the completed [withdrawal form](#) to the Student Records Center in 151 Strong Hall or the reception desk at the Edward's campus. Withdrawals are not official until submitted to the Student Records Center and entered into the database. They must be submitted before the Student Records Center closes on the last day to withdraw.
- Please note that during the 'W' grading period which is after the 15th instructional day, students in Social Welfare, Architecture, or undergraduate Education will need to see their School or advisor to have their drop hold removed before being able to use online withdrawal process.

All other students should log into [Enroll and Pay](#) > Click on "Student Center" > Click on "Drop/Withdraw All Classes" > Select the appropriate term and follow the instructions.

To withdraw from all classes for a specific semester, click on the withdrawal form tab or click on Drop/Withdraw All Classes navigation. Then select the term that you want to withdraw from.

Drop/Withdraw All Classes

Enroll & Pay

Favorites > Main Menu > Self Service > Enrollment > Drop/Withdraw All Classes

Jayhawk Student

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#) | [withdrawal form](#)

Withdrawal Form

1

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2010 Summer	Undergraduate	University of Kansas
<input type="radio"/> 2010 Fall	Undergraduate	University of Kansas

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Complete the withdrawal form. In order to complete this process you will need to press the CHECKLIST button, review all of the checklist items. It will then allow you to return to this page. Click Finish Withdrawal at the bottom of this page to finish the withdrawal process.

2010 Fall | Undergraduate | University of Kansas

My 2010 Fall Class Schedule

1) I have discussed my situation with my academic advisor. Yes No

NOTE: You are strongly encouraged to discuss withdrawals with your academic advisor.

2) Do you plan to return to the University of Kansas? Yes No

If yes, what term do you plan to return? Term

3) Please help us become a better University by telling us why you are leaving. This information will be used for statistical purposes only unless you specifically request a call or e-mail.

Employment Financial Grades Medical Other

4) I would like to discuss my situation in greater detail with someone.

Please call me Yes No Phone

Please e-mail me Yes No Email

CHECKLIST You must complete the checklist before proceeding.

5) I accept all responsibility for these actions and acknowledge that I have reviewed the checklist.

Yes No

*** NOTE: Students who wish to withdraw after the last day to withdraw for the semester and who have a documented medical reason or special circumstances to request a withdrawal, contact your school or college for information concerning the exception process.**

Once the above form and checklist is completed click on finish withdrawal. You will get a confirmation page to print for your records.