

## HOW TO DROP AFTER CENSUS/WITHDRAW FROM CLASSES

**Important: Before considering dropping any course, it's vital that you have speak with your instructor, certified advisor, financial aid (if applicable) to ensure you understand how dropping/withdrawing can affect your academic standing, satisfactory academic progress and/or financial aid.**

**STEP 1: Log into ACES**

**STEP 2: Click on 'My Page' Tab**

**STEP 3: Under 'Register Here' - click on "need to withdraw from classes? Click here"**

ALAMO COLLEGES DISTRICT

### My Page

Home Community / My Page

#### Academic Profile

Fall 2015

Primary Curriculum

Class Standing: Freshman

Degree: Associate of Arts

Level: Undergraduate

Program: PAC Assoc of Arts

Admit Term: Summer 2015

Catalog Term: Summer 2015

College: Alamo Colleges

Campus: Palo Alto College

#### My Registration

## REGISTER HERE

Within the registration portal, you can:

- Look up classes
- Register for classes
- View course schedule
- Prepare for registration
- Review degree plan

Want more info on how to Register? Click here to watch a tutorial: [Click Here](#)

[Need to withdraw from classes? Click Here](#)

**STEP 4: Select desired term (ex: Fall 2021) from the drop-down menu, then click Continue. (Do NOT select CE or COM).**

Personal Information **Student** Financial Aid

Search

### Registration Term

**Summer & Fall Registration for EACH Part of Term Ends on the following dates:**

Maymester	May 8, 2021
Summer I	May 29, 2021
Summer 8 Week	May 29, 2021
Summer II	July 5, 2021

  

Fall 16 Week	August 17, 2021
Fall Flex I	August 17, 2021
Fall Start II	August 31, 2021
Fall Flex II	October 12, 2021

\*\*\*Students are not allowed to enroll in more credit hours than there are weeks in shortened session

Select a Term:

RELEASE: 8.7.1

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### STEP 5: Review Information

Note: Students are limited to a total of **six (6) college level course drops** during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code.

Table A: If Current Count for Six Drop Limit is 6 (see green highlight below), you will be able to submit Course Withdrawal Form, but the withdrawal request will not be automatically processed. After careful review by the college, if the drop can't be processed, an email notification will be sent to you through your Alamo ACES email account. Notifications will NOT be sent to your Canvas Inbox

Personal Information **Student** Financial Aid

Search  Go

### Course Withdrawal Form

Please select below (a) withdrawal from a single class or (b) Total Withdrawal from All Courses.

Withdrawal Term: Summer 2021 [Select a Different Term](#)

Student ID: XXXXXXXXXX

Name: XXXXXXXXXX

Home College: Palo Alto College

Student Type: Continuing

Program: PAC Busi&Entrprneurship, AA

Degree Sought: Associate of Arts

Major: Business Administration

Catalog Term: Fall 2019

Certified Advisor: Sayago, Rafael

**Current Count for Six Drop Limit: 0** (NOTE: Once you have reached the Six Drop Limit, your Course Withdrawal Request for individual courses may not be able to be processed.)

International Student (F1 Visa): N

**STEP 6:** Click on course you want to drop for a **single class withdrawal** or click on **Total Withdrawal** from all courses for Institutional Withdrawal. Very important to identify the desired course(s). If the withdrawal deadline has past, the **"Withdraw No Grade"** option will not be available. You will see "past drop deadline" or "none".

Registered Courses - Term: Summer 2017										
CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
10004	KINE	1306	007	First Aid	3	Palo Alto College	Bustamante, Anna	06/08/2017		Withdraw No Grade
10728	MUSI	1306	008	Music Appreciation	3	Palo Alto College	Hernandez, Armin T.	06/08/2017		Withdraw No Grade
13520	KINE	1108	001	Walking 1	1	Palo Alto College	Low, Alexis L.	06/08/2017		Withdraw No Grade

\* An asterisk in the Course # column indicates this class does not count toward the Six Drop Limit.

Total Withdrawal from All Courses

**STEP 7:** Ensure all questions are answered throughout the form and complete the **Acknowledgment** to proceed and **submit** the request.

**Acknowledgment**

By clicking Submit, I understand that my request to withdraw from a course may impact the following:

- Six Drop Count
- Financial Aid Eligibility
- Visa Status
- My Account Balance

Submit

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**STEP 8:** After you click Submit, a note appears (see red box) that indicates the Withdrawal request has been received.

Course Withdrawal Form

10:41 am

✓ The withdrawal request has been received. We encourage you to discuss this request with your instructor or your Certified Advisor, if you have not already done so. Your instructor has up to 2 business days to review and finalize your request.

Select Courses for Withdrawal - Term: Summer 2017

CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
10347	MATH	1314	012	College Algebra	3	St. Philip's College	Odell, Lucy	06/08/2017		Withdraw - No Grade

\* An asterisk in the Course # column indicates this class does not count toward the Six Drop Limit.

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Check your Alamo ACES email for notifications. Students receive emails for the following reasons:

- Upon submittal of request.
- After Withdrawal request has been completed.
- If request can't be processed; for example, 6 drop limits.
- If request is canceled by Faculty or Certified Advisor, confirmation is sent to you.
- Request from Faculty or Advisor if they need you to contact them.