Online Withdraw Process

Description:
Students will now be able to cancel or withdraw from all of their enrolled classes using their self service account. The process will identify the dropping of all classes before the beginning of the term as Cancel. All students will be able to use the online withdraw process to Cancel from the term. The process will identify the dropping of all classes from the first day through the 60th instructional day of classes each semester (30th instructional day for summer) as Withdraw.

Exceptions:
On or after the first day of classes, the online withdraw process will not be available for students who fall into any of the categories below,
- KUMC students
- Pharmacy students
- Undergraduate Engineering students
- Undergraduate Architectural Engineering students
- Applied English Center students
- Law students
- Students enrolled in short courses that are less than 5 days in duration or in a short course that has passed the withdrawal deadline for the semester they intend to drop

Withdraw process through self service
There are two ways to reach the Drop/Withdraw Page

Option 1: (Preferred Option) Follow the link Enroll & Pay > Student Center. Click ‘Drop/Withdraw All classes’ under Academics.
Option 2: Follow the link **Enroll & Pay > Enrollment > Drop/Withdraw All Classes** after successful login in the self service.

Clicking on the ‘Drop/Withdraw All Classes’ link will bring the page to select the term.

Select the term and click Continue button.

Based on the selected term different pages will appear.
Case 1. The date has passed the 60th day of class for the selected term. If the selected term is Summer, this page will come after the 30th day of class.

Case 2. For KUMC students, Pharmacy students, Undergraduate Engineering students, Undergraduate Architectural Engineering students, Applied English Center students or Law students.
Case 3. For a student who has no enrollment for the selected term.

Case 4. For a student who is enrolled in a short course in the selected term that is less than 5 days in duration or in a short course that has already passed the withdrawal deadline.
Case 5: When the student is allowed to withdraw or cancel for the selected term.

'Cancel' button will cancel the withdrawal process, and return the student to their student center.

'Previous' button will return the student to the term selection page for the withdrawal process.

In the Verify/Complete Withdrawal form, when all the required items needed to complete the withdrawal process are not there and the 'Finish Withdraw' button is clicked, the following messages will come up based on which item is needed to complete the withdrawal procedure.
Message related to missing all items needed to finish withdrawal procedure or missing item 1 in the form.

The page at https://sadevwb.vm.ku.edu:8443 says:

⚠️ You must select at least one option for academic advisor. (21000,30)

OK

Message related to missing item 2 in the form.

The page at https://sadevwb.vm.ku.edu:8443 says:

⚠️ You must select at least one option for returning to the University. (21000,30)

OK

Message related to missing item 3 in the form.

The page at https://sadevwb.vm.ku.edu:8443 says:

⚠️ You must select at least one reason for leaving the University. (21000,78)

OK

Message related to missing item 4 (whether to contact by phone) in the form.

The page at https://sadevwb.vm.ku.edu:8443 says:

⚠️ You must select at least one option for contacting by phone. (21000,80)

OK
If the user selects the option Yes to contact by phone, but did not enter the phone number, this message will appear.

![Image](https://sadevwb.vm.ku.edu:8443)

You must provide a phone number to be contacted. (21000,75)

OK

Message related to no selection for whether to contact by email.

![Image](https://sadevwb.vm.ku.edu:8443)

You must select at least one option for e-mail. (21000,80)

OK

If the user selects the option yes to contact by email, but did not enter the email address, this message will appear.

![Image](https://sadevwb.vm.ku.edu:8443)

You must provide an e-mail address to be contacted. (21000,76)

OK

Message for missing entries of the checklist items (Click on the Yellow Checklist button to get the checklist items).

![Image](https://sadevwb.vm.ku.edu:8443)

You must complete the checklist before you can finish your withdrawal. (21000,83)

OK
Checklist for withdrawing before the first day of class

KU Cancellation Checklist

Withdrawing from KU before the first day of class
You must read and check off all the items on this checklist before you can withdraw all of your classes.

- KU Financial Aid
  If you have financial aid (grants, loans, work-study), you must contact a financial aid advisor about your specific situation. Contact the Office of Student Financial Aid by visiting 50 Strong Hall or at (785) 864-4700 or financialaid@ku.edu.

- KU Scholarships
  You should check the requirements of each individual scholarship. If you have a departmental scholarship, be sure to notify the department that provided the scholarship.

- KU Student Housing
  If you live in student housing at KU (apartments, residence halls or scholarship halls), you must contact the Department of Student Housing by visiting Corbin Hall, Suite DSH or contacting the department at (785) 864.4560 or housing@ku.edu.

- KU Contact Information
  Update your address and phone number through Enroll and Pay via the Student Center or Campus Personal Information. Set your email account to forward to a non-KU account through Information Technology Accounts at www.technology.ku.edu/accounts.

- KU Transcripts
  If you are transferring to another institution, you can order your transcript online. Go to www.transcripts.ku.edu for ordering information. If you have any outstanding balances due to KU, your transcript request will not be processed.

- KU International Student
  You must contact the International Student and Scholar Services Office by visiting 2 Strong Hall or by calling (785) 864-3817.

- KU Student Organization
  If you are a member of a student organization such as a fraternity, sorority or other special groups, you must contact them and let them know you will be leaving.

- Readmission to KU for a future semester
  If you will not be enrolled at KU for one or more semesters and plan to attend a future semester, you must apply for readmission by the appropriate deadline at www.admissions.ku.edu. See the “How to Apply” link for information and deadlines.

*Required Field

At the end of the page, click ‘Return’ which will return the student to the withdrawal form page. User needs to check each and every check box in the checklist form.
Checklist for withdrawing on or after the first day of class

**Enroll & Pay**

**KU Withdrawal Checklist**

**Withdrawal from ALL Classes This Semester On or After the First Day of Class**

You must check off all the items on this checklist before you can withdraw all of your classes.

- **Effect of Withdrawal on Transcript**
  Check the effect of your withdrawal on your transcript at [www.withdrawku.edu/~registr/roffement/drop_effect_chart.shtml](http://www.withdrawku.edu/~registr/roffement/drop_effect_chart.shtml)

- **Healthcare Dependent**
  If you are a dependent for healthcare purposes be sure to check with your healthcare provider on the impact of withdrawing on your policy.

- **KU Financial Aid**
  If you have financial aid (grants, loans, work-study), you must contact a financial aid advisor about your specific situation. Contact the Office of Student Financial Aid by visiting 50 Strong Hall or at (785) 864-4700 or financialaid@ku.edu.

- **KU Scholarships**
  You should check the requirements of each individual scholarship. If you have a departmental scholarship, be sure to notify the department that provided the scholarship.

- **KU Student Housing**
  If you live in student housing at KU (apartments, residence halls or scholarship halls), you must contact the Department of Student Housing by visiting Corbin Hall, Suite DSH or contacting the department at (785) 864-4560 or housing@ku.edu.

- **KU Contact Information**
  Update your address and phone number through Enroll and Pay via the Student Center or Campus Personal Information. Set your email account to forward to a non-KU account through Information Technology Accounts at [www.technology.ku.edu/accounts](http://www.technology.ku.edu/accounts).

- **KU Transcripts**
  If you are transferring to another institution, you can order your transcript online. Go to [www.transcripts.ku.edu](http://www.transcripts.ku.edu) for ordering information. If you have any outstanding balances due to KU, your transcript request will not be processed.
At the end of the page, click 'Return' which will return the student to the withdrawal form page. User needs to check each and every check box in the checklist form.
For any missing checklist items, this message will come up.

The page at https://sadevwb.vm.ku.edu:8443 says:

⚠️ You must complete (check) all the checklist items. (21000,31)

One must select ‘Yes’ options for item 5 to accept responsibility for entire withdraw process. Otherwise, this message will come up.

The page at https://sadevwb.vm.ku.edu:8443 says:

⚠️ You must: accept responsibility for this to be processed. (21000,82)

After all the required fields are entered in the Verify/Complete Withdrawal form, Clicking the Finish Withdrawal button will bring this page.

Enroll & Pay

Are you really sure you want to drop all classes for 2009 Fall term and Undergraduate career? (21000,79)

Click 'Yes' below to confirm you want to withdraw from all your classes.
Click 'No' if you do not want to withdraw and you will be returned to the Student Center.

[Yes] [No]

Selecting ‘No’ button will cancel the withdrawal process and return the student to their student center.
Selecting ‘Yes’ button will bring the student to the confirmation page.

Beginning the first day of classes an immediate email message will be sent to the students’ school, as notification of the term withdrawal. No email message will be sent before the first day of classes.

A sample email message text is below:

‘Jayhawk Bird has successfully submitted an online withdrawal for the 2009 Fall semester, career Undergraduate. Full details will be available on your weekly report.’
To view the student's term withdrawal or cancellation through SAKU--
Staff will be able to view the Cancel/Withdraw form entries for individual students by
following this link: **Records and Enrollment > Student Term Information > KU Cancel/Withdraw Form**

Clicking on KU Cancel/Withdraw Form link will bring the page to enter the emplid of the
student to look at his Cancel/ Withdraw form.
After entering the emplid, the cancel/withdrawal form submitted by the student will come up. Here is a sample page:

**Enroll & Pay**

**KU Cancel/Withdraw**

**Withdrawal Form**

**Academic Career:** ORCL Graduate  
**Academic Program:** Education Graduate  
**Term:** 4102 2010 Spring  
**Effective Date:** 11/18/2009

1) I have discussed my situation with my academic advisor.  
2) Do you plan to return to the University of Kansas?  
   If yes, what term do you plan to return?  
   **Term:**  
   **Yes**  
   **No**

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  
   - Please e-mail me  
   **Yes**  
   **No**  
   **Phone:**  
   **Email:** kobryan@ku.edu

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

   **Yes**  
   **No**

**Checklist Items**

- [ ] Effect of WD on Transcript  
- [ ] KU Financial Aid  
- [ ] KU Scholarships  
- [ ] KU Student Housing  
- [ ] KU Contact Information  
- [ ] KU Transcripts  
- [ ] KU International Student  
- [ ] KU Student Organization  
- [ ] KU Enroll Next Term  
- [ ] KU Future Enrollment  
- [ ] KU Fee Petition

**Comments**

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Limited staff in the Office of the University Registrar will be able to modify existing data or enter comments in the form. They will not be able to change the effective date or the cancel/withdrawal term.
They can also enter a new form for a student. Entering data in this form on behalf of a student will not withdraw or cancel the student for the term. Staff who have the proper access to withdraw or cancel a student need to manually withdraw or cancel the student using the Term History page.
When the student successfully cancels or withdraws from the term for a particular career, the status can be seen through Term History for that student. Go to the Term Withdrawal tab for the term to view the Withdrawal\Cancel status.