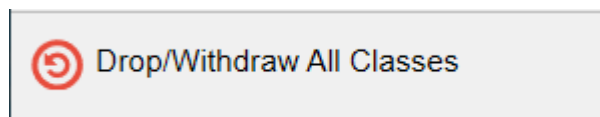
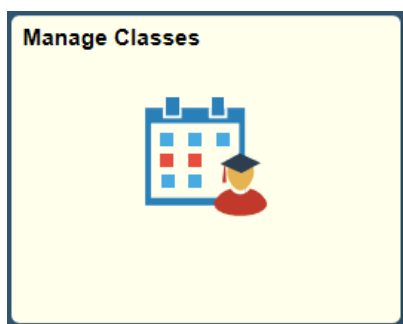


## Online Withdrawal from All Classes

Prior to withdrawing from all classes, please see the [Academic Calendar](#) for withdrawal and refund deadlines. KUMC students with questions or concerns should contact KUMC Office of the Registrar at 913-588-7055.

**Students in Pharmacy, Undergraduate Engineering, Applied English Center and Law must complete the withdrawal process offline.** Submit the completed [Withdrawal Form](#) to Student Records in the KU Visitor Center (1502 Iowa Street) or the reception desk at the Edward's campus. Withdrawals are not official until submitted to Student Records and entered into the database. The Withdrawal form must be submitted before the office closes on the last day to withdraw.

For all other students, go to the Manage Classes link on the Student Homepage and then click on the Drop/Withdraw All Classes link.



Please note that during the 'W' grading period, which is after the 15<sup>th</sup> 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.

To withdraw from all classes for a specific semester, select the term that you want to withdraw from and click on **Continue**.

**Withdrawal Form** 1 2 3

**Select Term**

Select a term then select Continue.

	Term	Career	Institution
<input checked="" type="radio"/>	2019 Fall	Undergraduate	University of Kansas

CONTINUE

Complete the withdrawal form. In order to complete this process, you will need to press the CHECKLIST button and review all of the checklist items.

**Withdrawal Form** 1 2 3

### 2. Verify/Complete Withdrawal

To complete your withdrawal please complete the questions below including the checklist. After finishing, you will receive a confirmation to print for your records.

2019 Fall | Undergraduate | University of Kansas

**My 2019 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? Semester  Term 4219

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.

Once you complete each of the sections on the checklist, you can return back to the Withdrawal Form.

## Enroll & Pay

### KU Withdrawal Checklist

**Withdrawing 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 <http://www.registrar.ku.edu/effects-dropping-or-withdrawing-your-transcript>
- \*  **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 by contacting Financial Aid and Scholarships at (785) 864-4700, or by visiting the KU Visitor Center at the corner of 15th and Iowa, or via email at [financialaid@ku.edu](mailto: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](mailto:housing@ku.edu).
- \*  **KU Contact Information**  
Update your mailing address and phone number in Enroll and Pay. Set your email account to forward to a non-KU account through Information Technology at [myidentity.ku.edu/services/aliases](http://myidentity.ku.edu/services/aliases).
- \*  **KU Transcripts**  
If you are transferring to another institution, you can request your KU transcript through our website at [www.transcripts.ku.edu](http://www.transcripts.ku.edu). If you have any outstanding balances due to KU, your transcript request will not be processed. Additional information can be found at [www.transcripts.ku.edu](http://www.transcripts.ku.edu).

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- \*  **KU International Student**  
You must contact the International Student and Scholar Services Office by visiting 2 Strong Hall or by calling (785) 864-3617.
- \*  **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.
- \*  **KU Enroll Next Term**  
If you withdraw on the first day of class or after, you will be assigned an enrollment appointment time for next semester. Be sure to log on to Enroll and Pay before main enrollment (mid-March for Summer/Fall enrollment; mid-October for Spring enrollment) to view your time. Follow the continuing student enrollment instructions. This is valid ONLY for the semester immediately following the semester in which you withdraw.
- \*  **KU Change of Plans**  
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](http://www.admissions.ku.edu). See the "How to Apply" link for information and deadlines.
- \*  **KU Fee Petition**  
If you have questions about a refund of your tuition or fees, please contact the Office of the University Registrar at 121 Strong Hall or complete a fee petition on-line at <http://www.registrar.ku.edu/>

\* Required Field

[Return](#)

Click Finish Withdrawal at the bottom of this page to finish the withdrawal process.

**Withdrawal Form** 1 2 3

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### 2. Verify/Complete Withdrawal

To complete your withdrawal please complete the questions below including the checklist. After finishing, you will receive a confirmation to print for your records.

**2019 Fall | Undergraduate | University of Kansas**

▶ My 2019 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? Semester  Term 4219

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.

Students will receive a Withdrawal Confirmation. If an error appears rather than a successful confirmation (as shown below), please contact the Registrar’s Office on your campus.

**Withdrawal Form** 1 2 3

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### 3. Withdrawal Confirmation Page

**You have completed withdrawing in term 2019 Fall for Career Undergraduate**

**Please print this confirmation for your records. If you have any questions, please contact the Office of the University Registrar.**