Drop/Add and Withdrawal

Courses may only be dropped or added during the official drop/add period at the beginning of each semester. The specific dates can be found on the Academic Calendar. The drop/add period is the window available for students to edit their schedules online during the first week of classes. Courses dropped during this period are **removed from a student's class** schedule and are subject to a refund. Courses that are "**dropped"** *do not appear on a student's official academic record or transcript.*

After the initial drop/add period closes, students cannot add courses online and must officially withdraw from a class by the withdrawal deadline. Withdrawn courses remain on a class schedule and appear on a transcript with a grade of W. Withdrawn courses are **NOT** subject to a refund.

Course Withdrawal Instructions

(Refer to Academic Calendar for withdrawal dates for each session)

During the W - Grade Withdrawal Period:

Students may withdraw online through their Portal Self-Service Registration account. Under Registration - Add/Drop Courses, select **"Web Withdraw"** in the Action drop down for the class. Then, click Submit.

Complete Withdrawal

Refer to Academic Calendar for withdrawal dates for each session)

To withdraw from the University, send a detailed email request from your UNA email account to **registrar@una.edu** requesting a complete withdrawal. If not received by the deadline, *approval from the department chair and Dean will be required.*