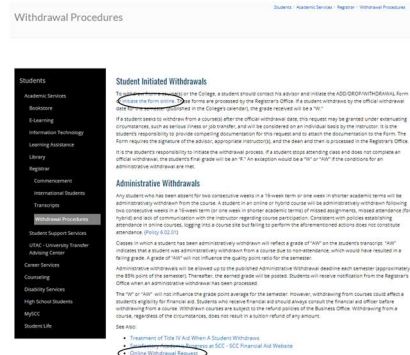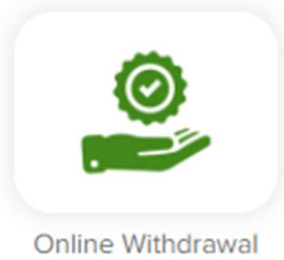# How to Submit a Withdrawal Request

<u>How to find the withdrawal form:</u>

You can find the new withdrawal form by logging into your MySCC and clicking the   Online Withdrawal icon, shown below.

Visit the [SCC Webpage for withdrawal procedures](). Read the Student Initiated Withdrawals section. Click either of the form links, circled below, to open.

OR

This may direct you to an "OnBase login". Use your MySCC credentials to login to the form, it should look like the screenshot below once opened.

- Please review the withdrawal deadlines at the top of the form before completing.
- Enter your Student ID as a 7-digit number, beginning with a 0, which should auto-fill your name, advisor, email address, and pull up all courses currently registered for.
- Select a request type dependent on when the request is made.
- Select all courses need ed to be withdrawn from.
- Read and confirm acknowledgement of the three statements at the bottom of the form.
- Check all information looks correct for intended withdraw and submit.
- The Registrar's Office will review your request, contact instructors for Last Date of Attendance if requested after Drop/Add week, and complete the request when able.
- If requested past the withdraw date listed on the form, your request may be denied. Contact your instructor to discuss if an Administrative Withdraw is an option.