Withdrawing from Courses

Attention!!!

- Have a conversation with your professor **BEFORE** you withdraw
- This form is to be used to withdraw from one or more courses the day after the refund schedule ends - click for **refund schedule** if you are viewing this online
- Click here for **Withdrawal Dates** if you are viewing this online
- This form may be brought to the Records and Registration Office (SCC 220) or scanned and emailed to registrar@ccm.edu
- There is a **$10.00 fee** per withdrawn course in accordance with the Tuition/Fee Schedule

Please Print: Name ______________________________________________________

CCM ID _______________________

**Withdrawing from one or more of your classes may affect your financial aid and/or your enrollment status (ie: full time, part time, etc.). Please check with the Financial Aid Office before withdrawing!**

Are you receiving Financial Aid (grants, scholarships, loans)?  ___Yes (if yes, signature is needed below)  ___No

Financial Aid Counselor ________________________________________________

Are you a veteran?  ____Yes  ____No  Are you an athlete?  ____Yes  ____No

Please indicate (below) the appropriate semester/mini term for the course you are withdrawing from:

**Semester:**  (check one)  ___Fall  ___Spring  ___Summer  ___Winter

Indicate Mini Term below next to course section:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course #</th>
<th>Section #</th>
<th>Credits</th>
<th>Course Title</th>
<th>Rec and Reg Use Only</th>
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</thead>
<tbody>
<tr>
<td>16 week</td>
<td>14 week</td>
<td>10 week</td>
<td>8 Early</td>
<td>8 Late</td>
<td>5 Early</td>
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Are you withdrawing from all of your classes this term?  ____Yes  ____No

If you are withdrawing from all of your classes tell us why:

___Dissatisfaction with CCM  ___Employment  ___Financial  ___Medical  ___Military  ___Personal  ___Other

Student Signature ____________________ Date __________

If this form was not emailed, completed/signed form must be turned in to Records and Registration (SCC 220) for processing!

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Processed by/Date: Rec and Reg __________  Date Processed __________________

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White – Records & Registration  Yellow – Bursar  Pink – Student  REG 11/16