



Withdrawing from Courses

Attention!!!

- Have you had a conversation with your professor **BEFORE** you withdraw **YES NO**
- 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- There is a **\$10.00 fee** per withdrawn course in accordance with the Tuition/Fee Schedule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** YEAR _____

Mini Term	Course #	Section #	Reason Code	Course Title	Rec and Reg Use Only

Why are you withdrawing? Choose one reason per course and indicate in the Reason Code column.

- DISC** - Dissatisfied with Course
- EMP** - Employment
- FIN** - Financial
- MED** - Medical
- MIL** - Military
- PER** - Personal

Are you withdrawing from all of your classes this term? Yes No

Student Signature _____ **Date** _____

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

Processed by Rec and Reg _____ Date Processed _____