

## How To Guide: Course Withdrawal Requests via Web App

- Open your browser and sign into the Course Withdrawal portal
- Sign in using myCI credentials
- Once you are logged in, you will be taken to your Dashboard
  - Review "Consider These Before Withdrawing" information
- If you wish to continue, scroll down and click on "New Withdrawal Request"
  - Choose the current term
  - Save & Continue
- Choose a course from the list of your current classes

*Please Note - you can only choose one course at a time. If you want to withdraw from another course, you must submit a separate request.*

### WITHDRAWAL REQUESTS

Sign In

Use myCI to sign in if you have a myCI account.

myCI

### Consider These Before Withdrawing

- Do you know there is support and resources available to help you stay in school? Meet up with Care staff using this link: <http://go.csuci.edu/CareConnect>
- Reach out to your instructor to discuss your circumstances and options for course completion.
- Contact [Academic Advising](#) to schedule an appointment or drop-in with [Express Advising](#) via Zoom.
- Financial Aid recipients should contact the [Financial Aid and Scholarships](#) office at 805-437-8530 to determine any financial impacts.
- Continuing students in good academic standing that wish to take more than two semesters off should submit a [Request for Academic Leave \(PDF, 58KB\)](#) to the Registrar's Office.
  - Newly admitted students are not eligible for Academic Leave. See the [Academic Leave Procedures](#) page for more information.

[New Withdrawal Request](#)

**Confirmation Number:** 72

**DolphinID:**

**Name:**

**EmailAddress:**

**Term:** Fall 2022

**Course ID:** 002336

**Class Number:** 1794.00

**Class Section:** 03

**Subject:** EDMS

**Catalog Number:** 410

**Instructor First Name:** Mona

**Instructor Last Name:** Thompson

## How To Guide: Course Withdrawal Requests via Web App

- You will enter a reason for your request
  - Weeks 4-12 a reason is encouraged, but not required
  - Weeks 13-end of term a "serious and compelling" reason is required

### Reason for Withdrawal

**Confirmation Number:** 72

**DolphinID:**

**Name:**

**EmailAddress:**

Course withdrawals are allowed for serious and compelling reasons only, such as illness, accident, death in the family, financial hardship, or military duty. Reasons that are not considered serious and compelling include course workload, neglecting to drop during the first three weeks, or failing an assignment.

**Please give reason for withdraw:**

- Documentation is encouraged, but not required

### Electronic Document Information

**Confirmation Number:** 72

**DolphinID:**

**Name:**

**EmailAddress:**

Provide documentation to support your course withdrawal request, such as a letter from your employer stating that your work hours are conflicting with your school schedule, a note from a doctor, verification of financial hardship, or other applicable documentation.

- You will be asked to review your request before submitting
  - After submitting, you will be taken to a confirmation page

*Please Note: Instructor and Program Chair approval is required on all individual course withdrawal requests, regardless of date submitted*

Thank you

Your course withdrawal request has been submitted. A confirmation of your submission will be sent to your University email address. To make changes to your request, please contact us at [registrar@csuci.edu](mailto:registrar@csuci.edu).