Online Withdrawal Process - Student

Beginning in Fall 2017 MyUI will remain open for withdrawing from all courses in a session. Students will be required to obtain authorization dependent on collegiate dean's deadlines and if ISSS or Athletics authorization is needed.

Before Fall 2017 students would need to physically come on campus to withdraw their registration. This process will eliminate that need, however the option to withdraw by paper at the Service Center is still available.

How the Process Works

Students will need to take the steps on the following slides in MyUI to initiate and complete the withdrawal process.
How the Process Works – Withdraw Link in MyUI

On the student’s registration screen in MyUI there will now be a Withdraw Entire Registration link at the bottom of their schedule.
How the Process Works – Pop Up and More Info

Once the student clicks the Withdraw Entire Registration Link there will be a pop up window to ask if they want to continue.

If the student clicks the “More info” link they will receive another pop up with additional info.
How the Process Works – Step 1 (Notifications & Permissions)

Once the student decides to continue they will be notified that permissions will be needed and to contact their advisor.

Permissions are required before this withdrawal can be completed. Please review the required permissions below.

A withdrawal of registration will remove all of your courses for the selected session. Contact your advisor if you have questions or concerns about your decision to withdraw. You can find your advisor in the Student Information tab under the advising section: Programs of Study & Advisors.

Students will be required to obtain certain permission before completing the withdrawal process.

PERMISSIONS REQUIRED

The following permissions are required for this registration withdrawal. You are responsible for obtaining the required permissions in order to complete the withdrawal process.
How the Process Works – Step 1 (Permissions cont.)

If the Last Day to Withdraw Entire Registration date has not passed, then Undergraduate degree seeking students will need permission from Academic Support & Retention.

☐ ACADEMIC SUPPORT & RETENTION
Permission from Academic Support & Retention is required to proceed with this withdrawal. Please stop by 310 Calvin Hall between 8:30 a.m. - 4:00 p.m. Monday - Friday to meet with a staff member regarding your withdrawal. If you are unable to travel to campus, please call (319)335-1497.

If the Last Day to Withdraw date has passed then the student will need permission from the Collegiate Dean’s Office.

Please note: College of Engineering & Nursing along with Professional MBA students will need Dean’s permission on Day one.

☐ DEAN
Permission from the College of the Student Services Office is required to proceed with this change in registration. Please visit that office to learn more about the appeal process.
How the Process Works – Permissions (Cont.)

Student Athletes will need Athletics permission on Day 1

☐ ATHLETICS

Permission from Athletics is required to proceed with this withdrawal. Please visit the Gerdin Athletic Center (319)335-9384.

International Students will need ISSS permission on Day 1.

☐ ISSS

Permission from International Student and Scholar Services is required to process this withdrawal for anyone designated in the UI system as "international" (i.e. anyone other than U.S. citizens or Permanent Residents/Green Card holders.)

1. Log in to https://hawk.uiowa.edu using your HawkID and password.
2. Go to the section titled "Other Student Services."
3. Read the instructions and submit the e-form titled "Registration Withdrawal Request."
4. Note that it may take up to 48 hours (weekdays only) for ISSS to process your request.

The red box will remain open if permissions are still needed and will have a green check if they’ve been granted.

☐ = permission is still needed ☑ = permission has been granted
Once the student is informed what permissions are needed they will be asked to fill out a Withdrawal Information Form.

Students will be asked a series of questions such as:

- What are your immediate/future plans?
- Do you plan to return to the University of Iowa in the future?
- Who have you talked with about your decision to withdraw?
- What are your reasons for withdrawing?
The student will be notified which courses they will be withdrawing from:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Course#</td>
<td>Sample Course Title</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How the Process Works - Deadlines

Students will be given a set of deadlines that will apply to the session that they are withdrawing from:

### DEADLINES

All permissions must be obtained by 4:30 pm on any deadline day to avoid being late. Students with all required permissions have until 11:59 pm to finalize the withdrawal on MyUI on any deadline day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/18/2017</td>
<td>Last day to withdraw entire registration without dean approval.</td>
</tr>
</tbody>
</table>

### Tuition Responsibility - Summer 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/15/2017</td>
<td>Withdraw Registration 10% tuition and fees</td>
</tr>
<tr>
<td>05/22/2017</td>
<td>Withdraw Registration 25% tuition and fees</td>
</tr>
<tr>
<td>05/20/2017</td>
<td>Withdraw Registration 50% tuition and fees</td>
</tr>
<tr>
<td>06/05/2017</td>
<td>Withdraw Registration 100% tuition and fees</td>
</tr>
</tbody>
</table>

Note: These withdrawal deadlines apply to semester length courses. A withdrawal will remove all your courses in this session. If you are enrolled in a combination of semester length and off cycle courses the % of tuition responsibility may be adjusted. If you have questions please contact the Registrar's Service Center at 17 Calvin Hall or registrar@uiowa.edu, or (319)335-4300. The Course Deadline Look-up can provide deadlines specific to a particular course.

Note: If you have a financial aid award there may be additional adjustments to your tuition assessment for this withdrawal. It may take 4-6 weeks for your financial aid withdrawal information and U-bill to be finalized. Please contact the Office of Student Financial Aid at 208 Calvin Hall or financial-aid@uiowa.edu, or (319)335-1450 if you have questions.
How the Process Works - Warnings

Students will also be given a set of warnings of possible impacts to Financial Aid and other factors.

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**WARNINGS**

**WITHDRAW (REMOVE ALL COURSES)**

A withdrawal of registration will remove all of your courses in the current session and you will not be allowed to register for other courses. If you wish to remain enrolled but need to remove your current courses and add others please cancel this request and use the drop/add process. [https://registrar.uiowa.edu/changes-registration-tryul-closed](https://registrar.uiowa.edu/changes-registration-tryul-closed)

If you have questions on this process at any time please contact the Registrar’s Service Center in 17 Calvin Hall at (319)335-4300.

**TUITION & MANDATORY FEES**

Once a session has begun, students are responsible for a percentage of tuition and mandatory fees if they choose to withdraw. Tuition & mandatory fees responsibility deadlines are on the Registrar’s website. This can be true even if a student holds a graduate assistantship. If you need to speak with someone about possible tuition and fees implications before you withdraw, please contact the Registrar’s Service Center in Calvin Hall at (319)335-4300 or registrar@uiowa.edu.

**FINANCIAL AID**

If you have a financial aid award there may be additional adjustments to your tuition assessment for this withdrawal. It may take 4-6 weeks for your financial aid withdrawal information and U-bill to be finalized. Please contact the Office of Student Financial Aid at 208 Calvin or (319)335-1450 or financial.aid@uiowa.edu if you have questions.

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I understand that making changes to my registration might affect:

- Financial Aid
- Progress towards degree
- Tuition Assessment
- Access to campus resources

- Health Insurance
- Military Benefits
- or have other consequences

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Office of the Registrar
How the Process Works – Agree to obtain all required permissions & email notification

Once the student has read all the deadline information and warnings they will need to hit the green button to say that “I agree to obtain all required permissions”

Once the student agrees to obtain permissions they will receive a note stating they will receive a MyUI Message and email when the permissions have been granted.

The student will need to complete the process in MyUI when all the permissions have been obtained.
How the process works – Pending Withdrawal (Needed)

The student will be shown that they have a pending withdrawal and what permissions are needed. They can remove the pending withdrawal and get more information about authorization.

<table>
<thead>
<tr>
<th>Session</th>
<th>Required Authorizations</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2017</td>
<td>Athletics: ✔ Needed</td>
<td>Authorization Information</td>
</tr>
<tr>
<td></td>
<td>Dean: ✔ Needed</td>
<td>Remove Pending Withdrawal</td>
</tr>
<tr>
<td></td>
<td>ASR: ✔ Needed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ISSS: ✔ Needed</td>
<td></td>
</tr>
</tbody>
</table>

Removing the pending withdrawal will end the entire process.
How the process works – Pending Withdrawal (Granted)

Once the student has been granted all permissions they can complete the withdrawal process.

The student will be given the same set of deadlines and warnings and then they just click the Complete Withdrawal.

**PERMISSIONS GRANTED**

All permissions required for this withdrawal have been granted.
How the process works – Successful Withdrawal

The student will be given a prompt that their registration has been successfully withdrawn.

Your registration has been successfully withdrawn. You can check your Tuition & Fees page under the Financial Aid & Billing heading in MyUI for your tuition responsibility after this withdrawal.

- If you are registered for future sessions, those sections have not been changed by this withdrawal. If you do not plan to attend in that future session you will need to drop those courses on your registration page.
- If you have a financial aid award, it may make additional tuition adjustments. Please contact the Office of Student Financial Aid at 208 Calvin or (319)335-1450 or financial-aid@uiowa.edu if you have any questions.