

How to withdraw from all classes this semester (student view):

- 1) Go to [UCanWeb](#). Enter Secure Area. Login the same way you do to your email or Brightspace.
- 2) Go to **Student Menu**, then **Registration**, then “**UCanWeb 9 – Request to Withdraw this semester**”.

The screenshot shows the SUNY CANTON UCanWeb 9 interface. The top navigation bar includes 'MAIN MENU', 'Student Menu', 'New Student Checklist', and 'Personal Information'. A search bar is located below the navigation bar. The 'Main Menu' is expanded, showing various options. The 'Student Menu' is also expanded, and the 'Registration' option is highlighted with a red circle. A red arrow points from the 'Registration' option in the 'Student Menu' to the 'Registration' page. The 'Registration' page is displayed, showing various options. The 'Request to Withdraw This Semester' option is highlighted with a red circle. A red arrow points from this option to the 'Request to Withdraw This Semester' form.

Fill out the form as shown here. When you click submit, it will generate an email to your advisor to begin the review process. A total withdrawal is reviewed by a number of campus offices and can take a few days to process.

Request to Withdraw This Semester

Please complete the following request if you wish to withdraw from all of your courses for the current academic semester.

PLEASE NOTE: If you are not a matriculated student at SUNY Canton (non-degree), you will not use this form. Please use the Course Change Notice http://www.canton.edu/registrar/course_change.pdf to withdraw from your courses. Students enrolled in summer or winter term must also use the Course Change Notice to withdraw from courses.

Once the required information is submitted, please continue to check your SUNY Canton email for important information from various campus offices regarding your withdrawal. You will have a final opportunity to cancel your withdrawal request prior to being withdrawn.

Students may not withdraw from college during the last ten instruction days of a full semester, exclusive of the final exam period. (Dates available on the academic calendar) Reduction of tuition and fees are dependent on the date of withdrawal. Your withdrawal date will be the date of initial submission (provided you do not request your withdrawal be canceled).

Entry of a working telephone number is required; please input only numbers and dashes. Alphabetic characters will be rejected.

* Required

Withdrawing Semester: Spring 2016

* Area Code: * Phone Number:

Email Other than your SUNY Canton Email:

* Withdrawal Reason:

Is there anything else you would like to share with us regarding your decision to withdraw from SUNY Canton? Most especially if you selected Other, please specify:

* Do you plan to re-enroll at SUNY Canton? Yes No Undecided

* What are your plans for the coming year? (please select at least one and all that apply)

- Work full time/part time
- Enroll in college (please specify the college you intend to enroll in):
- Enter military service
- Care for a home/family
- Travel
- Take Time Off
- Undecided

Submitting this request will **START** the process. You need to watch your Canton email for updates and approvals. IF you live on campus, start talking to your RA about when you will be moving out. Return any library or borrowed materials.