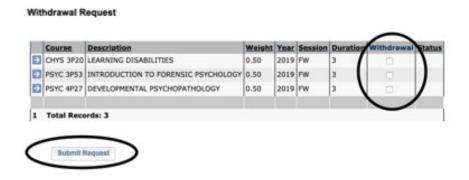


How to withdrawal from courses after the registration system has closed through the "My.brocku.ca"

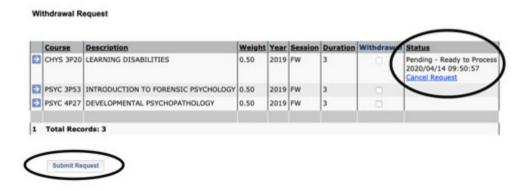
1. You can now withdraw from courses using the WithdrawalRequest page through My.brocku.ca, by clicking on BrockDB, and then StudentAccess folder.



2. By clicking on the WithdrawalRequest form, you will only be able to see what courses are currently available for withdrawal, select a course, and submit.



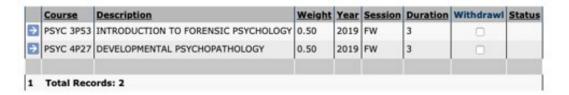
3. Once submitted, status will show as pending. Please note withdrawals are processed overnight, and therefore it should reflect on the portal the following day.



4. You can also cancel the withdrawals requests on the same day.



5. Once the overnight process is completed, courses will disappear from withdrawalRequest page, and the courses are marked WD on the day the withdrawal was submitted.



6. Withdrawal date is displayed on Course Marks Inquiry based on the day the withdrawal was submitted.



IMPORTANT: Please note that the final date to withdraw without academic penalty is not the same as the final date to drop without financial penalty. All withdrawals have financial penalties. All courses registered or withdrawn after the appropriate drop date count as attempts. Students who have attempted 4.0+ are charged a flat fee for tuition and are not entitled to a refund of fees for courses withdrawn. Students who have attempted fewer than 4.0 credits during a fall and winter session are charged per credit. If a per credit student withdraws from a course after the appropriate drop date, the applicable course tuition will be reversed and a withdrawal charge, based upon the recorded date of withdrawal, will be applied. Please note that withdrawal schedules are only applicable if your tuition is charged per credit (3.5 credits or less). If you are assessed based on the flat fee tuition structure (4.0 or more credits) your fees will not change due to a withdrawal. You may access the withdrawal schedules online at: brocku.ca/safa/drops-withdrawals-and-refunds/#undergraduate-withdrawals

If there are any questions concerning course adds and/or withdrawals, please do not hesitate to contact records@brocku.ca.