

## 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.

- StudentAccess
  - DHLCertificate
  - Register
  - StudentAnciOpt
  - Appointment
  - Forms&Services
  - MyWaitList
  - CoursePlanning
  - CrsMarksInquiry
  - CurrentMarks
  - FinanceHistory
  - ProgramStatus
  - ShowAlerts
  - StudentAddress
  - StudentExams
  - StudentSchedule
  - TranscriptRqst
  - TransferCrds
  - Tax T4A Awards
  - TaxCertificates
  - GradStuFunding
  - GraduationApp
  - WithdrawRequest**

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.

### Withdrawal Request

Course	Description	Weight	Year	Session	Duration	Withdrawal	Status
CHYS 3P20	LEARNING DISABILITIES	0.50	2019	FW	3	<input type="checkbox"/>	
PSYC 3P53	INTRODUCTION TO FORENSIC PSYCHOLOGY	0.50	2019	FW	3	<input type="checkbox"/>	
PSYC 4P27	DEVELOPMENTAL PSYCHOPATHOLOGY	0.50	2019	FW	3	<input type="checkbox"/>	

1 Total Records: 3

[Submit Request](#)

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.

**Withdrawal Request**

Course	Description	Weight	Year	Session	Duration	Withdrawal	Status
CHYS 3P20	LEARNING DISABILITIES	0.50	2019	FW	3	<input type="checkbox"/>	Pending - Ready to Process 2020/04/14 09:50:57 <a href="#">Cancel Request</a>
PSYC 3P53	INTRODUCTION TO FORENSIC PSYCHOLOGY	0.50	2019	FW	3	<input type="checkbox"/>	
PSYC 4P27	DEVELOPMENTAL PSYCHOPATHOLOGY	0.50	2019	FW	3	<input type="checkbox"/>	

1 Total Records: 3



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

Course	Description	Weight	Year	Session	Duration	Withdrawal	Status
NUSC 4F98	INTEGRATED NURSING PRACTICUM II	1.00	2019	FW	3	<input type="checkbox"/>	Cancelled: 2020/04/16 08:14:44

1 Total Records: 1

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.

Course	Description	Weight	Year	Session	Duration	Withdrawal	Status
PSYC 3P53	INTRODUCTION TO FORENSIC PSYCHOLOGY	0.50	2019	FW	3	<input type="checkbox"/>	
PSYC 4P27	DEVELOPMENTAL PSYCHOPATHOLOGY	0.50	2019	FW	3	<input type="checkbox"/>	

1 Total Records: 2

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

Course	Dur	Sec	Type	Weight	Credit	Progress Mark	Final Mark	Special Codes	Prerequisite
2019FW CHYS 3P10	2	1	UG	0.50	Y				
2019FW CHYS 3P15	2	1	UG	0.50	Y				
2019FW CHYS 3P20	3	1	UG	0.50				WD 2020/04/14	
2019FW CHYS 3P24	2	1	UG	0.50	Y				
2019FW CHYS 3P32	2	1	UG	0.50	Y				
2019FW PSYC 2P20	3	1	UG	0.50				DROP 2020/01/08	
2019FW PSYC 2P25	2	1	UG	0.50	Y				
2019FW PSYC 2P30	3	1	UG	0.50				DROP 2020/01/08	
2019FW PSYC 3P51	2	1	UG	0.50	Y				
2019FW PSYC 3P53	3	1	UG	0.50					
#2019FW PSYC 3P74	3	1	UG	0.50					
2019FW PSYC 4P27	3	1	UG	0.50					

**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](https://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](mailto:records@brocku.ca).