

# Drop and Withdrawal Information

- ✓ Before you drop a course or withdraw from all courses for the semester, complete these checklist items:

## Is dropping the class my only option?

- Speak with your instructor about your concerns. Ask for advice on how to successfully complete the course.
- Seek out academic/personal assistance:
  - Student Success Center (Tutoring): SSCB 3.101, 281-283-2450, [StudentSuccessCenter@uhcl.edu](mailto:StudentSuccessCenter@uhcl.edu)
  - Math Center: B2127, 281-283-2460, [MathHelp@uhcl.edu](mailto:MathHelp@uhcl.edu)
  - Writing Center: SSCB 2105, 281-283-2910, [WritingCenter@uhcl.edu](mailto:WritingCenter@uhcl.edu)
  - Disability Services: SSCB 1.302, 281-283-2648, [Disability@uhcl.edu](mailto:Disability@uhcl.edu)
  - Student Assistance Center (SAC): SSCB 1.102, 281-283-2722, [SAC@uhcl.edu](mailto:SAC@uhcl.edu)

## When is the last day to drop/withdraw? Will the class show up on my transcript?

- Refer to the academic calendar: [www.uhcl.edu](http://www.uhcl.edu) > **Academic Calendar**. Important dates to look for include:
  - Census Date: Courses dropped on or before the census date will not receive a grade or be printed on a transcript. Student-initiated drops or withdrawals after the census date will result in a grade of WQ.
  - Last day to Drop/Withdraw: The last day a student may drop or withdraw for the semester or term.

## Will I receive a refund? How will dropping affect me financially?

- Review refund information at [www.uhcl.edu/sbs](http://www.uhcl.edu/sbs) > **Refund Schedule**. Dropping or withdrawing does not release you from financial obligations. Refund eligibility is based on the date of course drop or withdrawal. When applicable, refund percentages are applied to total fees assessed and not the amount paid.
- If you received financial aid, be sure to contact the Financial Aid Office and/or Veteran Services Office to inquire how the drop or withdrawal will affect your current and future aid, as well as your Satisfactory Academic Progress (SAP): [www.uhcl.edu/financial-aid](http://www.uhcl.edu/financial-aid) > **Frequently Asked Questions** > **Satisfactory Academic Progress**.
  - Financial Aid Office: SSCB 1.105, 281-283-2480, [UHCL\\_FAO@uhcl.edu](mailto:UHCL_FAO@uhcl.edu)
  - Veterans Services Office: SSCB 3.3201, 281-283-3071, [VSO@uhcl.edu](mailto:VSO@uhcl.edu)

## How will dropping or withdrawing affect me academically?

- If you are an undergraduate student, review 6-Drop Rule information at [www.uhcl.edu/registrar](http://www.uhcl.edu/registrar) > **6-Drop Rule**.
- Contact an academic advisor to determine how the drop will affect your academic record and progress, and what may be required during future enrollment.

### Undergrads with Fewer than 60 credit hours

- University Academic Advising Center, B1408, 281-283-3087, [advisingcenter@uhcl.edu](mailto:advisingcenter@uhcl.edu)

### Undergrads with 60+ Credit Hours & Graduate Students

- College of Business Advising: B2111, 281-283-3110, [busadvoff@uhcl.edu](mailto:busadvoff@uhcl.edu)
- College of Human Sciences & Humanities Advising: B1539, 281-283-3333, [hshadvising@uhcl.edu](mailto:hshadvising@uhcl.edu)
- College of Science & Engineering Advising: B3611, 281-283-3711, [cseadvising@uhcl.edu](mailto:cseadvising@uhcl.edu)
- College of Education Advising: Bayou 1231, 281-283-3600, [education@uhcl.edu](mailto:education@uhcl.edu)

- If you are an international student, check with the Office of International Admissions and Programs to ensure dropping/withdrawing will not affect your visa status.

## How do I drop a course or withdraw from all courses before the deadline?

- Students may drop or withdraw from courses through E-Services under Enrollment > Enrollment Drop Courses. Undergraduate students who have completed fewer than 60 credit hours will need to complete a "Withdrawal Form" with the University Academic Advising Center, in order to withdraw from all courses.

## Where can I find the policy on Drop/Withdrawal? (This checklist is not comprehensive and only serves as a guide.)

The UHCL Online Catalog at [www.uhcl.edu/catalog](http://www.uhcl.edu/catalog). Select your catalog year, and search "student withdrawal" or "drop". You may also contact the Student Assistance Center ([SAC@uhcl.edu](mailto:SAC@uhcl.edu), 281-283-2722), Dean of Students Office ([deanofstudents@uhcl.edu](mailto:deanofstudents@uhcl.edu), 281-283-2567), or Registrar's Office ([registrar@uhcl.edu](mailto:registrar@uhcl.edu), 281-283-2525) for information and assistance regarding dropping a course or withdrawal from all courses for the semester.