

Drop and Withdrawal Checklist

✓ Before you drop a course or withdraw from all courses for the semester, complete the checklist. If you've met with an unforeseen hardship, contact the Student Assistance Center or Dean of Students Office.

Is dropping the class my only option?

- Speak with your instructor and ask for advice on how to successfully complete the course.
- Seek out academic/personal assistance.

Student Success Center - SSCB 3.101	281-283-2450	StudentSuccessCenter@uhcl.edu
Math Center - B2127	281-283-2460	MathHelp@uhcl.edu
Writing Center - SSCB 2105	281-283-2910	WritingCenter@uhcl.edu
Disability Services - SSCB 1.302	281-283-2648	Disability@uhcl.edu
Student Assistance Center - SSCB 1.102	281-283-2722	SAC@uhcl.edu
Counseling Services - SSCB 3103	281-283-2580	

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

- See academic calendar at www.uhcl.edu/academics/resources/academic-calendar.
 - 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 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/costs-aid/payment/refunds.

You may or may not be eligible for refund.

Refund eligibility is based on the date of course drop or withdrawal from semester. When applicable, refund percentages are applied to total fees assessed and not the amount paid.

- See financial aid information at www.uhcl.edu/costs-aid/payment/refunds > Information for Drops.

If you received financial aid, contact Financial Aid and/or Veteran Services to learn the effect of a drop or withdrawal on current and future aid, and on your Satisfactory Academic Progress (SAP).

Financial Aid - SSCB 1.105	281-283-2480	UHCL_FAO@uhcl.edu
Veterans Services - SSCB 3.3201	281-283-3071	VSO@uhcl.edu

How will dropping or withdrawing affect me academically?

- Undergraduate students, review the 6-Drop Rule at www.uhcl.edu/registrar/enrollment/six-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 or with an active MAP Advising hold:

University Academic Advising Center - B1408 281-283-3087 advisingcenter@uhcl.edu

Undergrads with 60 or more credit hours & Graduate students:

Business Advising - B2111 281-283-3110 busadvoff@uhcl.edu

Human Sciences & Humanities Advising - B1539 281-283-3333 hshadvising@uhcl.edu

Science & Engineering Advising - B3611 281-283-3711 cseadvising@uhcl.edu

Education Advising - B1231 281-283-3600 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.

International Admissions & Programs - B2123 281-283-2740 OIAP@uhcl.edu

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

- Graduate Students and Undergraduate students, who have completed more than 60 Credit hours, may use E-Services to drop a course or to withdraw from all courses:
www.uhcl.edu/eservices > under Student Center > Enrollment > Enrollment Drop Courses.
- Undergraduate students, who have completed fewer than 60 credit hours, must request a Drop/Withdrawal form from the University Academic Advising Center.

University Academic Advising Center - B1408 281-283-3087 advisingcenter@uhcl.edu

How long will it take to process the drop/withdrawal?

- Check your class schedule and account balance in E-Services, over the next two business days.

Where can I find the policy on Drop/Withdrawal?

- Go to the UHCL Online Catalog at www.uhcl.edu/catalog
Select the current catalog year > search for student withdrawal or drop.
- You may contact the following departments for information:

Student Assistance Center - SSCB 1.102 281-283-2722 SAC@uhcl.edu

Dean of Students Office - SSCB 1201 281-283-2567 deanofstudents@uhcl.edu

Registrar's Office 281-283-2525 registrar@uhcl.edu