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.

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<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Student Success Center</td>
<td>SSCB 3.101</td>
<td>281-283-2450</td>
<td><a href="mailto:StudentSuccessCenter@uhcl.edu">StudentSuccessCenter@uhcl.edu</a></td>
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<td>Math Center</td>
<td>B2127</td>
<td>281-283-2460</td>
<td><a href="mailto:MathHelp@uhcl.edu">MathHelp@uhcl.edu</a></td>
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<td>Writing Center</td>
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<td>281-283-2910</td>
<td><a href="mailto:WritingCenter@uhcl.edu">WritingCenter@uhcl.edu</a></td>
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<td>Disability Services</td>
<td>SSCB 1.302</td>
<td>281-283-2648</td>
<td><a href="mailto:Disability@uhcl.edu">Disability@uhcl.edu</a></td>
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<tr>
<td>Student Assistance Center</td>
<td>SSCB 1.102</td>
<td>281-283-2722</td>
<td><a href="mailto:SAC@uhcl.edu">SAC@uhcl.edu</a></td>
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<tr>
<td>Counseling Services</td>
<td>SSCB 3103</td>
<td>281-283-2580</td>
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### When is the last day to drop/withdraw? Will the class show up on my transcript?

- See academic calendar at [www.uhcl.edu/registrar/academic-calendar](http://www.uhcl.edu/registrar/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?


  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.


  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).

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<tbody>
<tr>
<td>Financial Aid</td>
<td>SSCB 1.105</td>
<td>281-283-2480</td>
<td><a href="mailto:UHCL_FAO@uhcl.edu">UHCL_FAO@uhcl.edu</a></td>
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<tr>
<td>Veterans Services</td>
<td>SSCB 3.3201</td>
<td>281-283-3071</td>
<td><a href="mailto:VSO@uhcl.edu">VSO@uhcl.edu</a></td>
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</table>
How will dropping or withdrawing affect me academically?

☐ If you are an undergraduate student, review 6-Drop Rule at [www.uhcl.edu/registrar/6-drop-rule](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

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?

☐ Dropping a course: All students may drop a course through E-Services. [www.uhcl.edu/eservices](http://www.uhcl.edu/eservices) > under Enrollment > Enrollment Drop Courses.

☐ Withdrawing from all courses:

Undergrads, who have completed less than 60 credit hours, must request a Withdrawal Form from the University Academic Advising Center.

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

Undergrads, who have completed more than 60 credit hours, & Graduate students, may use E-Services.

Where can I find the policy on Drop/Withdrawal?

- Go to the UHCL Online Catalog at [www.uhcl.edu/catalog](http://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