

# 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	<a href="mailto:StudentSuccessCenter@uhcl.edu">StudentSuccessCenter@uhcl.edu</a>
Math Center - B2127	281-283-2460	<a href="mailto:MathHelp@uhcl.edu">MathHelp@uhcl.edu</a>
Writing Center - SSCB 2105	281-283-2910	<a href="mailto:WritingCenter@uhcl.edu">WritingCenter@uhcl.edu</a>
Disability Services - SSCB 1.302	281-283-2648	<a href="mailto:Disability@uhcl.edu">Disability@uhcl.edu</a>
Student Assistance Center -SSCB 1.102	281-283-2722	<a href="mailto:SAC@uhcl.edu">SAC@uhcl.edu</a>
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/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?

- Review refund information at [www.uhcl.edu/student-business-services/refund-schedule](http://www.uhcl.edu/student-business-services/refund-schedule).

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/financial-aid/faq/satisfactory-academic-progress](http://www.uhcl.edu/financial-aid/faq/satisfactory-academic-progress).

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	<a href="mailto:UHCL_FAO@uhcl.edu">UHCL_FAO@uhcl.edu</a>
Veterans Services - SSCB 3.3201	281-283-3071	<a href="mailto:VSO@uhcl.edu">VSO@uhcl.edu</a>

## 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	<a href="mailto:advisingcenter@uhcl.edu">advisingcenter@uhcl.edu</a>
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Undergrads with 60 or more credit hours & Graduate students:

Business Advising - B2111	281-283-3110	<a href="mailto:busadvoff@uhcl.edu">busadvoff@uhcl.edu</a>
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Human Sciences & Humanities Advising - B1539	281-283-3333	<a href="mailto:hshadvising@uhcl.edu">hshadvising@uhcl.edu</a>
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Science & Engineering Advising - B3611	281-283-3711	<a href="mailto:cseadvising@uhcl.edu">cseadvising@uhcl.edu</a>
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Education Advising - B1231	281-283-3600	<a href="mailto:education@uhcl.edu">education@uhcl.edu</a>
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- 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	<a href="mailto:OIAP@uhcl.edu">OIAP@uhcl.edu</a>
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## 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	<a href="mailto:advisingcenter@uhcl.edu">advisingcenter@uhcl.edu</a>
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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	<a href="mailto:SAC@uhcl.edu">SAC@uhcl.edu</a>
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Dean of Students Office - SSCB 1201	281-283-2567	<a href="mailto:deanofstudents@uhcl.edu">deanofstudents@uhcl.edu</a>
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Registrar's Office	281-283-2525	<a href="mailto:registrar@uhcl.edu">registrar@uhcl.edu</a>
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