Student Initiation of Term Withdrawal

Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. Student Home appears. Select Classes & Enrollment > Modify Classes > Withdraw from All Classes.

2. If this is the first request submitted for the current semester, the Request for Withdrawal instructions screen appears. Please read the instructions carefully, as there are additional tasks you must complete as part of the withdrawal process.

   To see additional explanation of the withdrawal process, click the Explain Withdrawal Process link.

3. If you are withdrawing after classes begin, please be aware of the refund schedule.

4. If you decide to continue withdrawing, click the Continue Withdrawal Process button.

5. The Request for Withdrawal screen appears.

   The Career dropdown list displays the name of the career in which you are enrolled. If you are enrolled in more than one career, you can select which career you are discontinuing. If you are withdrawing from more than one career, then you must repeat the following process for each career. The directions will lead you through the process.

6. Select the term(s) for which you wish to withdraw from classes. Each current and future fall or spring term in which you are enrolled displays. Select all terms from which you are withdrawing.

   Please note: To withdraw from summer courses, please use the Drop Classes menu option under the Classes & Enrollment tile or contact your career registrar/dean.

7. Answer the question, "Do you plan to return to CWRU to resume study in the <your career> Career?"

   Click the dropdown list.

8. Decision: Do you plan to return to CWRU?

   - Yes - Go to step 9
   - No - Go to step 24

9. Click the Yes list item.

10. Click the Look Up Term icon.

11. Select the term that you anticipate returning from the search results window.

12. Click the Reason for withdrawal list.

13. Select the appropriate reason for your withdrawal from the dropdown list.

14. Enter the last date that you attended classes into the Last Date of Class Attendance field.

   Click the Calendar button.

15. Select the last date that you attended classes from the calendar.

   If you never attended classes, select a date prior to the start of the term from which you are withdrawing.
If the term has not yet begun, use the current date.

16. If you lived in university housing, enter the last date you lived in housing in the Last Date of Residency in University Housing field.
   Click the Calendar button.

17. Select the last date that you lived in university housing from the calendar.

18. Enter an explanation for your request for withdrawal into the Reason for Withdrawal field.

19. Decision: Are you enrolled in another career from which you wish to withdraw?
   - No - Go to step 20
   - Yes - Go to step 32

20. Click the Submit for Approval button.

21. A confirmation screen appears.

   If you have another career from which to withdraw, click the Cancel button.

   If you have completed your withdrawal request, click the OK button.

22. The Request for Withdrawal screen reappears. A confirmation message is displayed at the bottom of the screen.

23. This completes the process of initiating a request for term withdrawal.

   Your request for withdrawal is forwarded to the registrar or dean that oversees student enrollment in your career. Your advisor is also copied on that notification email. If approved by the dean/registrar, the request is forwarded to the University Registrar for approval.

   If you are an international student, the International Student Services Office will be notified of your request to withdraw and must approve of your request, as well.

   You will receive an email at your @case.edu email address each time an office reviews your request for withdrawal and changes your withdrawal request status. You can also return to the Request for Withdrawal screen to view the status of your request.

Remaining steps apply to other paths.

24. Click the No list item.

25. Click the Reason for withdrawal list.

26. Select the appropriate reason for your withdrawal from the dropdown list.

27. Enter the last date that you attended classes into the Last Date of Class Attendance field.
   Click the Calendar button.

28. Select the last date that you attended classes from the calendar.
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If you never attended classes, select a date prior to the start of the term from which you are withdrawing.

If the term has not yet begun, use the current date.

29. If you lived in university housing, enter the last date you lived in housing in the Last Date of Residency in University Housing field.

   Click the Calendar button.

30. Select the last date that you lived in university housing from the calendar.

31. Enter an explanation for your request for withdrawal into the Reason for Withdrawal field.

   Go to step 20

32. Return to the top of the Request for Withdrawal screen.

   Click the Add a new row button.

33. A new Request for Withdrawal form appears. There are now two forms created for your withdrawal request in the SIS.

   Click the Career list to select your other career and repeat the process of filling out the Request for Withdrawal form.

   Go to step 9