

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

1. From **Student Home**, click the **Classes & Enrollment** tile. Select **Modify Classes, Withdraw from All Classes**.

Alternatively, from the **NavBar**, select Navigator > Academics > 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 which must be completed as part of the withdrawal process.

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

3. If withdrawing after classes begin, please be aware of the refund schedule. To continue withdrawing, click the **Continue Withdrawal Process** button.

4. The **Request for Withdrawal** screen appears.

The **Career** dropdown list displays the name of the career in which you are enrolled. If enrolled in more than one career, select which career to discontinue. If withdrawing from more than one career, then repeat the following process for each career.

5. Each current and future fall or spring term in which enrolled displays. Select all applicable term(s) to withdraw from classes.

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

6. Answer the following question:

Do you plan to return to CWRU to resume study in the <your career> Career?

Click the dropdown list.

7. Click the **Yes** item if planning to resume study. Click the **No** item if not planning to return.
8. Click the **Look Up Term** icon and select the anticipated returning term from the search results window if planning to resume study.
9. Click the **Reason for withdrawal** list.
10. Select the appropriate reason for withdrawal from the dropdown list.
11. Enter the last date that you attended classes into the **Last Date of Class Attendance** field. Click the **Calendar** button to select a date.

Note: 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.

12. 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 to select a date.

13. Enter an explanation for the request for withdrawal into the **Reason for Withdrawal** field.

14. If needing to withdraw from an additional career, scroll to the top of the screen and click the **Add a new row** button. 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.

15. Once all careers have been addressed, click the **Submit for Approval** button.

16. A confirmation screen appears.

If needing to withdraw from another career, click the **Cancel** button, and go to step 14.

If finished with the withdrawal request(s), click the **OK** button.

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

Note: The request for withdrawal is forwarded to the registrar or dean that oversees student enrollment in the 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 the request to withdraw and must approve the request, as well.

You will receive an email at your Case email address each time that an office reviews the request for withdrawal and changes the withdrawal request status. Return to the **Request for Withdrawal** screen to view the status of the request.

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