



**Important Notice: There can be significant impacts when you drop or withdraw from a class. Be sure you fully understand the outcome of your actions.**

**\*Dropping a Class and Withdrawing from a Class are not the same.**

### “Drop”

A class drop happens during the *scheduled registration period* for a given semester which is published in the [Important Dates](#).<sup>1</sup> After the semester begins, there is a period of time at the beginning of the term called Add/Drop Week. The last day of Add/Drop Week is the last opportunity to drop a class to receive a 100% refund. After the last published date for Add/Drop Week, the “drop” option is no longer available. From that point forward, up to the last published date before finals begin, it becomes a “withdrawal.” **A class drop and withdrawal are not the same.**

### “Withdrawal”

A class withdrawal only happens during a specific date range for a given semester which is published in the [Important Dates](#).<sup>2</sup> The withdrawal appears on the student’s transcript and the student remain 100% financially liable for tuition and fees ([withdrawal policy](#))<sup>3</sup>.

### Impact for a Student receiving Federal Financial Aid

Every semester, federal financial aid is earned by completing your coursework. Your federal aid will not be earned if you withdraw from all your classes before the 60.01% completion [financial aid semester published date](#).<sup>4</sup> Per federal guidelines, federal aid is sent back to the federal government. Therefore, the student remains financially liable to Athens State for tuition and fees. **If you receive federal financial aid, be sure to understand the [impact of a withdrawal on financial aid](#).**<sup>5</sup>

<sup>1</sup> <http://www.athens.edu/student-accounts/important-dates/>

<sup>2</sup> <http://www.athens.edu/student-accounts/important-dates/>

<sup>3</sup> <http://www.athens.edu/pdfs/policies/Operating/Academics/Withdrawal-from-Courses.pdf?30255e>

### How to:

1. Go to [Athens State Online](#)<sup>6</sup>
2. Log in using your Athens State ID and PIN (Contact the [Help Desk](#)<sup>7</sup> for ID and PIN access support)
3. Select: “Student” tab
4. Select: “Register for Classes” link:

### ***To Drop a Class up to the Last Date Published for the Term Listed in the Important Dates***

- Select “Register or Add/Drop Classes” (When Add/Drop Week ends “drop” is no longer a selection, from then on it will read “Add/Withdraw”)
- Select a term and hit “Submit”
- Choose the class you wish to drop
- Select: “Action” dropdown
- Select: “Web Drop” and “Submit Changes”

### ***To Withdraw from a Class up to the Last Date Published for the Term Listed in the Important Dates***

- Select “Add/Withdraw”
- Select a term and hit “Submit”
- Choose the class you wish to withdraw
- Select the “Action” Dropdown
- “Withdraw” and “Submit Changes”

### Hold on Student Account

If there is a hold on your account that prevents a drop or withdrawal, an email can be sent to [withdrawal.drop@athens.edu](mailto:withdrawal.drop@athens.edu). The email must come from the student’s Athens State issued email, include student ID and course CRN. The same deadlines for drop or withdrawal apply.

**Note: Your Degree Works plan of study will reflect your schedule modifications the next day.**

<sup>4</sup> <http://www.athens.edu/student-accounts/important-dates/>

<sup>5</sup> <http://www.athens.edu/financial-aid/impact-of-withdrawal-on-financial-aid/>

<sup>6</sup> [https://24.athens.edu/prod8/twbkwbis.P\\_WWWLogin](https://24.athens.edu/prod8/twbkwbis.P_WWWLogin)

<sup>7</sup> <http://www.athens.edu/helpdesk/>