

# Adding and Withdrawing from a class

## Adding/Dropping

PHASES I, II, III: You may add or drop classes online through Web4U during and after your initial registration appointment and continuing through Phase III (online access ends promptly at 5 p.m. on the fifth day of the quarter.)

## Withdrawing from a Class (dropping after phase I)

Beginning the sixth day of the quarter, course withdrawal must be completed in person at the Registrar's Office, OM 230. Course withdrawals that occur from the beginning of the sixth day of the quarter to the end of the second week (prior to 5 p.m. on Friday of the second week) will result in no entry on the permanent record (official transcript), but a mark of XM will appear with the withdrawn course on the unofficial record (academic history.) Course withdrawal beginning Monday of the third week to the end of the seventh week of a quarter results in a grade of "W" on your official transcript (see the Summer Catalog for summer deadlines) and is permitted only if you have an unused annual late-withdrawal privilege.

Each fall, students are given two annual late withdrawal privileges, which can be used during fall winter, spring, or summer quarters. Unused annual late-withdrawal privileges may not be accumulated.

Check the "Important Dates and Deadlines" on the Registrar's Office website for the last day to withdraw from a class or to use the late course withdrawal privilege.

## Common concerns regarding using the Withdrawal Privilege

**Q.** Does it "look bad" to withdraw from a class?

**A.** No. Most students utilize their withdrawal privileges. In general, Western faculty, staff and potential employers do not look at a withdrawal as a blemish. This also can save you from having a poor grade on your permanent record.

**Q.** What if I am on Financial Aid and dropping a class would bring me below what's required for a Financial Aid?

**A.** Contact the Financial Aid Office before you drop the class, Old Main 265, (360) 650-3470. Quite often they can work with students but you will need to speak to them directly about your particular situation.

**Q.** What if I am living in a Residence Hall? I heard that I need to be registered for at least 10 credits to stay there?

**A.** The general rule is that you need to be registered for at least 10 credits to stay in a Residence Hall. However, talk with your Resident Director (RD) or Resident Advisor (RA) about this. Generally, you will be just asked to register for a full load the following quarter.

Contact your advisor or the Academic Advising Center if you have more questions.

### **School Withdrawal**

Beginning the first day of the quarter, students wishing to withdraw from all classes (school withdrawal) must do so in person at the Registrar's Office, OM 230.

School Withdrawal requires that the student withdraw from all of their courses. The student will not receive any credit or grades for that quarter. School Withdrawal does enable students to register for the following quarter.

Check the "Important Dates and Deadlines" on the Registrar's Office website for the last day to use School Withdrawal.

It is important that you speak to your advisor or the Academic Advising Center if you are considering a School Withdrawal.