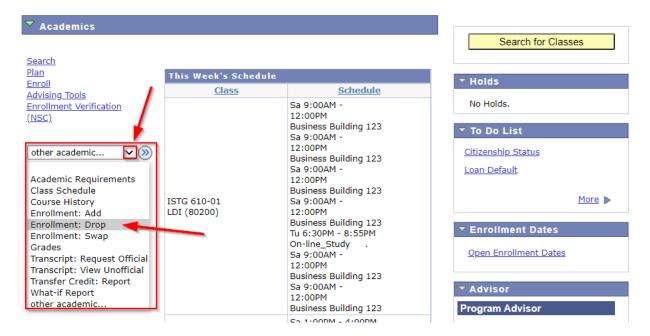
# HOW TO WITHDRAW FROM A COURSE VIA PAWS

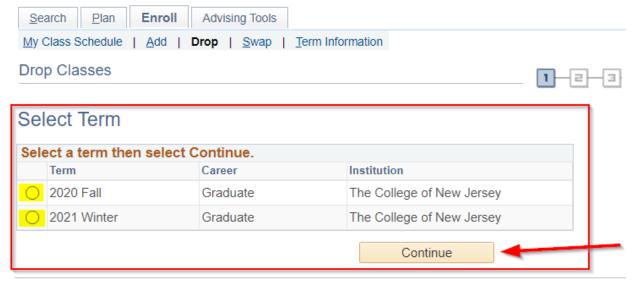
Students may withdraw from a full semester course up to the ninth (9th) week of the semester. Please note: there is no refund for withdrawing from an individual class(es). The refund periods on the Academic Calendar refer to refunds if a student withdraws from all their classes for the semester.

To withdraw from a course, complete the following steps:

- 1. Sign into PAWS by selecting the <u>PAWS</u> icon from the <u>myTCNJ portal</u>.
  - On the PAWS Home page, you will see a link to the Student Center.
  - Select the Student Center link. This will take you into the Student Center
  - Under Academics navigate to the dropdown box and select: "Enrollment: Drop:"



2. Select your term if you are enrolled in more than one term and press continue.



**I**Go to top

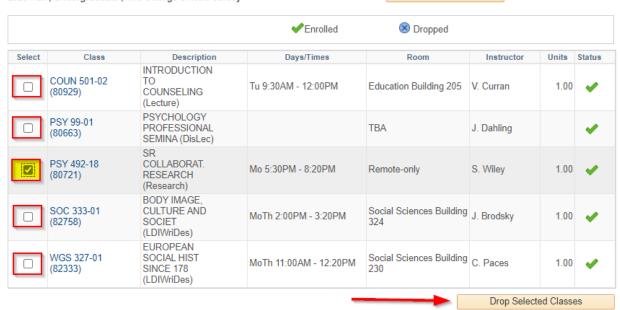
## 3. Pick the class you need to drop.



## 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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Change Term

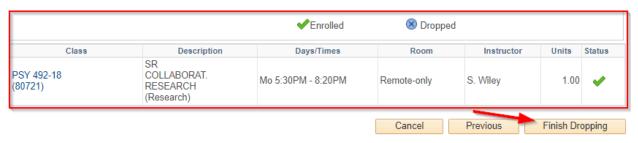
#### Preview your information and continue by selecting "Finish Dropping"



# 2. Confirm your selection

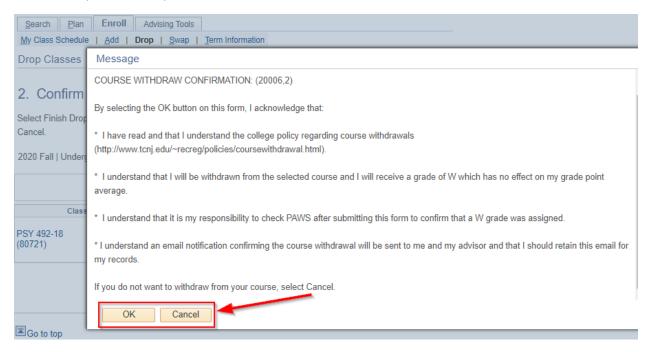
Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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• Students withdrawing from courses within the withdrawal period will automatically receive a grade of W, which has no effect on the student's grade point average. You might receive a warning message:

Select OK if you are sure you need to withdrawal from a course.



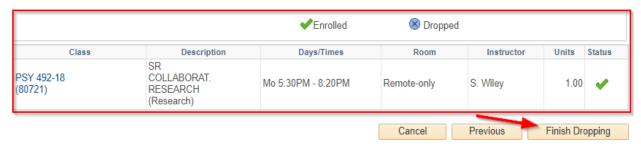
5. Confirm your selection and finish dropping



# 2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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After successfully dropping the class you will see the following message:



# 3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

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