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 PAWS icon from the myTCNJ portal.
   - 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.

3. Pick the class you need to drop.

| Search | Plan | **Enroll** | Advising Tools |

My Class Schedule | Add | **Drop** | Swap | Term Information

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2020 Fall | Undergraduate | The College of New Jersey   Change Term

			✔ Enrolled	⊗ Dropped			
Select	**Class**	**Description**	**Days/Times**	**Room**	**Instructor**	**Units**	**Status**
☐	COUN 501-02 (80929)	INTRODUCTION TO COUNSELING (Lecture)	Tu 9:30AM - 12:00PM	Education Building 205	V. Curran	1.00	✔
☐	PSY 99-01 (80663)	PSYCHOLOGY PROFESSIONAL SEMINA (DisLec)		TBA	J. Dahling		✔
☑	PSY 492-18 (80721)	SR COLLABORAT. RESEARCH (Research)	Mo 5:30PM - 8:20PM	Remote-only	S. Wiley	1.00	✔
☐	SOC 333-01 (82758)	BODY IMAGE, CULTURE AND SOCIET (LDIWriDes)	MoTh 2:00PM - 3:20PM	Social Sciences Building 324	J. Brodsky	1.00	✔
☐	WGS 327-01 (82333)	EUROPEAN SOCIAL HIST SINCE 178 (LDIWriDes)	MoTh 11:00AM - 12:20PM	Social Sciences Building 230	C. Paces	1.00	✔

Drop Selected Classes

4. Preview your information and continue by selecting "Finish Dropping"

| Search | Plan | **Enroll** | Advising Tools |

My Class Schedule | Add | **Drop** | Swap | Term Information

Drop Classes

2. Confirm your selection

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

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			✔ Enrolled	⊗ Dropped			
Class	**Description**	**Days/Times**	**Room**	**Instructor**	**Units**	**Status**	
PSY 492-18 (80721)	SR COLLABORAT. RESEARCH (Research)	Mo 5:30PM - 8:20PM	Remote-only	S. Wiley	1.00	✔	

Cancel   Previous   Finish Dropping

- 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

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

| Search | Plan | Enroll | Advising Tools |

My Class Schedule | Add | Drop | Swap | Term Information

Drop Classes

3. View results

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

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✔ Success: dropped	✖ Error: unable to drop class

Class	Message	Status
PSY 492-18	**Success:** This class has been removed from your schedule.	✔

My Class Schedule