

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:”**

The screenshot shows the 'Academics' dropdown menu in the PAWS system. The menu is open, and 'Enrollment: Drop' is highlighted. A red box surrounds the dropdown menu, and a red arrow points to the 'Enrollment: Drop' option. The background shows the 'This Week's Schedule' table and the 'Search for Classes' button.

Class	Schedule
ISTG 610-01	Sa 9:00AM - 12:00PM Business Building 123
LDI (80200)	Sa 9:00AM - 12:00PM Business Building 123
	Sa 9:00AM - 12:00PM Business Building 123
	Tu 6:30PM - 8:55PM On-line_Study
	Sa 9:00AM - 12:00PM Business Building 123
	Sa 9:00AM - 12:00PM Business Building 123
	Sa 9:00AM - 12:00PM Business Building 123

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

The screenshot shows the 'Drop Classes' page in the PAWS system. The 'Enroll' button is highlighted in the top navigation bar. Below the navigation bar, there are links for 'My Class Schedule', 'Add', 'Drop', 'Swap', and 'Term Information'. The 'Drop Classes' section is active, and a 'Select Term' dialog box is displayed. The dialog box has a red border and contains a table with two rows. The first row is selected, and a red arrow points to the 'Continue' button at the bottom right of the dialog box.

Term	Career	Institution
2020 Fall	Graduate	The College of New Jersey
2021 Winter	Graduate	The College of New Jersey

[Go to top](#)

3. Pick the class you need to drop.

[Search](#) | [Plan](#) | [Enroll](#) | [Advising Tools](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)
 Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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[Change Term](#)

✔ Enrolled ✖ Dropped							
Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	COUN 501-02 (80929)	INTRODUCTION TO COUNSELING (Lecture)	Tu 9:30AM - 12:00PM	Education Building 205	V. Curran	1.00	✔
<input type="checkbox"/>	PSY 99-01 (80663)	PSYCHOLOGY PROFESSIONAL SEMINA (DisLec)		TBA	J. Dahling		✔
<input checked="" type="checkbox"/>	PSY 492-18 (80721)	SR COLLABORAT. RESEARCH (Research)	Mo 5:30PM - 8:20PM	Remote-only	S. Wiley	1.00	✔
<input type="checkbox"/>	SOC 333-01 (82758)	BODY IMAGE, CULTURE AND SOCIET (LDIWriDes)	MoTh 2:00PM - 3:20PM	Social Sciences Building 324	J. Brodsky	1.00	✔
<input type="checkbox"/>	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 1 2 3

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.

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

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

Drop Classes

2. Confirm

Select Finish Drop
Cancel.

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Class

PSY 492-18
(80721)

Message

COURSE WITHDRAW CONFIRMATION: (20006,2)

By selecting the OK button on this form, I acknowledge that:

- * I have read and that I understand the college policy regarding course withdrawals (<http://www.tcnj.edu/~recreg/policies/coursewithdrawal.html>).
- * I understand that I will be withdrawn from the selected course and I will receive a grade of W which has no effect on my grade point average.
- * I understand that it is my responsibility to check PAWS after submitting this form to confirm that a W grade was assigned.
- * I understand an email notification confirming the course withdrawal will be sent to me and my advisor and that I should retain this email for my records.

If you do not want to withdraw from your course, select Cancel.

OK Cancel

Go to top

5. Confirm your selection and finish dropping

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

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

Drop Classes

1 2 3

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

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 1 2 3

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](#)