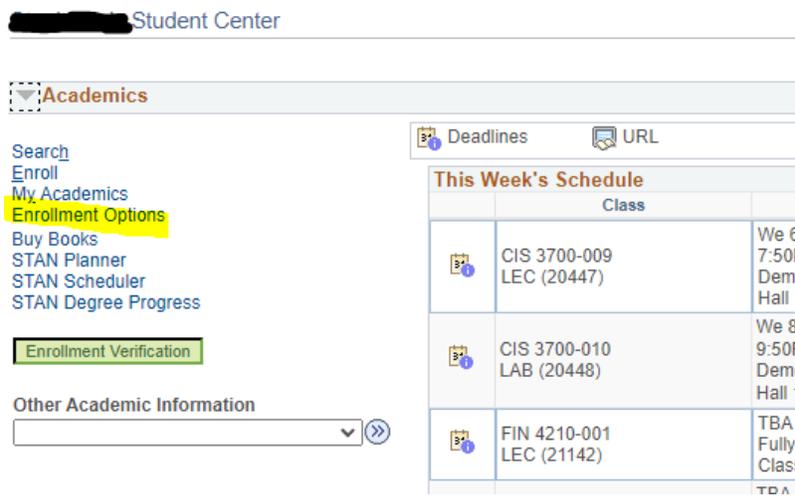


## AWE Student Portal Quick Guide - Withdrawal

Withdrawal Permission Requests can now be submitted and processed through the PeopleSoft Student Center.

\*Withdrawal forms cannot be submitted **before** the last day to add/drop

From your Student Center, select the Enrollment Options link in the Academics Menu



Student Center

Academics

- Search
- Enroll
- My Academics
- Enrollment Options**
- Buy Books
- STAN Planner
- STAN Scheduler
- STAN Degree Progress

Enrollment Verification

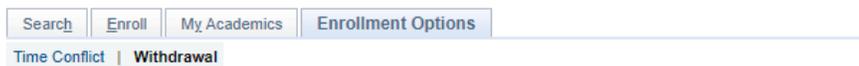
Other Academic Information

Deadlines URL

**This Week's Schedule**

Class		
	CIS 3700-009 LEC (20447)	We 6 7:50F Dem Hall 1
	CIS 3700-010 LAB (20448)	We 8 9:50F Dem Hall 1
	FIN 4210-001 LEC (21142)	TBA Fully Class

Select **Withdrawal** from the options available under the tab menu.



Search | Enroll | My Academics | **Enrollment Options**

Time Conflict | **Withdrawal**

Request for Permission to Drop

[Redacted]

ID [Redacted]

**Requests to Drop After Census or Withdrawal for Extenuating Circumstances is for serious and compelling reasons.**

Supporting documentation is required. Please have your documents ready to upload. (PDF format recommended)

Create New Request

Click the **Create New Request** button when you are ready to start your request.

Each page has instructions that will help you submit the request. You may select withdraw from all or select individual classes.

Select the box for the class(es) from the list below or select "Withdraw From All" to select all classes.

**Please Note:**

- Only classes available to be withdrawn can be selected.
- Pending and withdrawn classes cannot be selected.
- Undergraduates ONLY: Classes that will exceed the maximum withdrawal limit (18 Units) cannot be selected. Refer to the Stanislaus State Academic Catalog, Academic Policies, Procedures and Standards under [Withdrawal from Stanislaus State](#) for more information.

ID [REDACTED] [REDACTED]

Withdraw Limit	18.00	Units Used	0.00	Units Available	18.000	<input type="checkbox"/> No 1037
Pending Totals	0.000	Total This	0.00	Remaining Units	18.00	15.00000

Career UGRD Acad Prog UBAC

2023 Spring Pending = Request Is Pending Approval  
 Withdraw From All Max Limit = Exceeds Withdrawal Limits

<input type="checkbox"/>	GEOL 2102-001 LAB (21207)	Mo 2:00PM - 4:50PM Naraghi Hall of Science 111	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	MUS 2230-001 LEC (21676)	MoWeFr 11:00AM - 11:50AM Music 004	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	MUS 2330-001 ACT (21677)	MoWeFr 10:00AM - 10:50AM Music 046	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	MUS 2440-001 ACT (21681)	TuTh 2:00PM - 3:50PM Music 022	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	MUS 2900-001 LEC (21729)	MoWeFr 9:00AM - 9:50AM Music 039	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	MUS 4290-001 LEC (21794)	TuTh 11:00AM - 11:50AM Music 022	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit

Click next at the bottom of the page when you are done selecting the classes to withdraw

**Acknowledgements**

Check here to acknowledge

**Drop or Withdrawal After Census**

You are initiating a drop after census or a withdrawal for extenuating circumstances.

If approved, a grade of W (withdrawal) will be assigned.

---

Check here to acknowledge

**Financial Aid**

Withdrawing from classes after census may impact your financial aid and/or scholarships.

It is recommended that you consult with the Financial Aid and Scholarships office prior to submitting a request for withdrawal.

For a **Withdrawal** request, please ensure you type a **justification**, and you have the necessary documentation ready to upload.

**You are requesting to drop after Census.**

Justification and supporting documentation are required. (PDF format recommended)

ID [REDACTED] Term 2023 Spring  
Name [REDACTED]

Drop After Census - Course(s) Selected	
MUS 2440-001 ACT (21681)	TuTh 2:00PM - 3:50PM Music 022

Justification

Attach Supporting Documentation			
	File Name	Add	View
1		Add	View <input type="checkbox"/>

[Back](#)

[Submit](#)

[Cancel](#)

**Your Request Has Been Submitted.**

**Permission to Drop After Census.**

Please allow a minimum of 3-5 business days for processing. You may return to the **Permission Request** summary page from your MyStanState Student Center to view the status of this request. Additionally, an email notification will be sent to your Stan State email once the results of this request are available. Questions or further assistance can be emailed to registrar@csustan.edu

**NOTE:** It is YOUR responsibility to cancel this request if you are no longer needing permission to be dropped. You may only "Cancel" this request while it is in "Pending" status. If you do not cancel and the request is approved and you are dropped, a grade of W (withdrawal) will be assigned. Return to the Permission Request Summary page to cancel.

[Return to Request Summary](#)

[Go to Student Center](#)

To cancel a request that is still pending: Click **return to Permission Request Summary**

Click on **View Detail** for the request

Prior/Existing Requests			First	1-5 of 5	Last
Term	2023 Spring	Seq #	5		
Submitted On	03/02/2023 10:36:23AM				
Pending		Drop after Census		<a href="#">View Request</a>	
MUS 2440-001 ACT (21681)		TuTh 2:00PM - 3:50PM Music 022			

Click on **Cancel Request**

Term 2023 Spring

Submitted On 03/02/2023 10:36:23AM

**Drop After Census - Course(s) Selected**

MUS 2440-001 ACT (21681)	TuTh 2:00PM - 3:50PM Music 022
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**Justification**

dfdfs

**Attach Supporting Documentation**

	Description	Document Date	Attached File
1	stan_state_digital_letterhead_(1).pdf	03/02/2023	stan_state_digital_letterhead_(1).pdf

	DateTime	Comment
1		

[Cancel Request](#)

[Cancel](#)

Type in the comment/reason for canceling and click **ok**

**Add Comments**

Comment

The request will display cancelled on the summary page.

For questions or assistance, contact Enrollment Services (209) 667-3264