



YES User Guide: Course Withdrawal

Undergraduate students can utilize the Course Withdrawal form to withdraw from classes during the withdrawal period (after the end of the Open Enrollment period in YES, and extending to the withdrawal deadline—please see the [Undergraduate Academic Calendar](#) for specific dates). The course withdrawal form is available through the YES suite of applications.

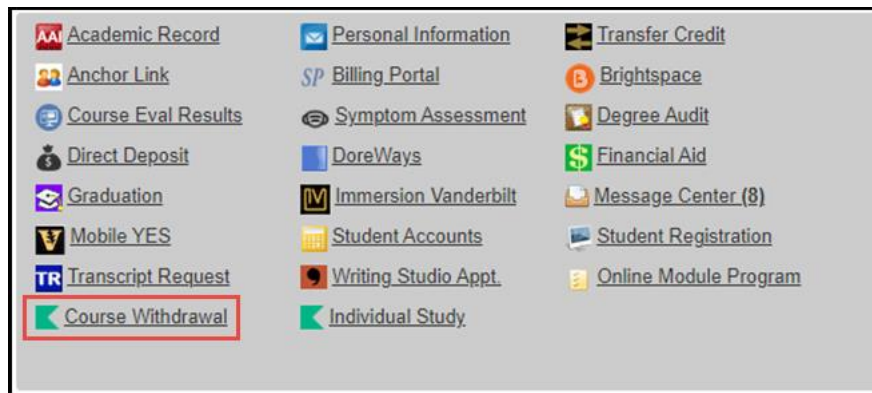
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Navigating to Course Withdrawal

1. On the student landing page, click **Course Withdrawal**. The Course Withdrawal application is only available if you have courses eligible for withdrawal.



2. The Course Withdrawal form will open. Student EMPLID, VUnetID, First Name, Last Name, and Current Class all will pre-populate.

A screenshot of the 'Course Withdrawal' form. At the top is the Vanderbilt University logo. Below it is a white box with the title 'Course Withdrawal'. Underneath is a 'Student Information' section with a table of pre-populated fields. To the right of the table is an 'Actions' section with two buttons: 'Submit' and 'Save'.

Student Information				
Student EMPLID *	VUnetID	First Name	Last Name	Current Class
000 [redacted]	[redacted]	[redacted]	[redacted]	FR

Actions

Submit

Save



Completing the Form

1. Select your home school from the drop-down menu.

The screenshot shows a form titled "Student Information". It contains fields for Student EMPLID *, VUNetID, First Name, Last Name, and Current Class (FR). Below these fields is a dropdown menu labeled "Select your home school: *". The dropdown is open, showing a list of schools: Blair School of Music, College of Arts & Science, Divinity School, Graduate School, Law School, Owen Graduate School of Management, and Peabody College. A mouse cursor is pointing at "Blair School of Music". To the right of the form is an "Actions" panel with buttons for "Submit", "Save", and "Discard".

2. Select your adviser from the drop-down menu.

The screenshot shows a dropdown menu labeled "Adviser". The dropdown is open, showing a list of names. A mouse cursor is pointing at one of the names in the list.

3. Select the course from which you wish to withdraw from the drop-down menu. Only courses eligible for withdrawal will be listed.

The screenshot shows a form titled "Course Selection". It contains a paragraph of text: "Only courses eligible for withdrawal this term are listed below. Please contact your school's Office of Academic Services (<https://registrar.vanderbilt.edu/registration/school-contacts.php>) or registrar@vanderbilt.edu if you have questions or need additional information." Below this text is a dropdown menu labeled "Select the course you wish to drop: *". The dropdown is open, showing a list of courses: MUSE 1010-01 Instrumental Ensembles, MUSE 2220-01 Chamber Music:Percussion, and MUSE 0100-01 Music in Global Culture. A mouse cursor is pointing at "MUSE 2220-01 Chamber Music:Percussion".



4. Answer each of the four questions.

Select the course you wish to drop: *	
MUSE 2220-01 Chamber Music:Percussion	
Will dropping the above course leave you below 12 credit hours? *	Are you planning to graduate this semester or next? *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Are you now or have you ever been on academic probation? *	Are you currently taking a graded course Pass/Fail, other than the course you are dropping? *
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

5. Please be advised that withdrawing from a course can affect billing, financial aid, immigration status, and/or athletic eligibility. Contact information is provided.

<p>Please be advised that withdrawing from a course could have implications for billing, financial aid, immigration status, and/or athletic eligibility. Please contact the following office(s) with questions:</p> <p>Office of Student Accounts: 615-322-6693 Office of Student Financial Aid and Scholarships: 615-322-3591 International Student and Scholar Services: 615-322-2753 Athletics Student Services: 615-343-0444</p>
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6. Sign the form.

A rectangular form field with a light gray background. On the left side, the text "Student Signature *" is displayed in blue. In the center, there is a blue button with a white pencil icon and the text "Sign this form". A mouse cursor is pointing at the button.

Options for signing include Type, Draw, or Image Upload. Click Save when complete.

A dialog box titled "Add Signature" with a close button (X) in the top right corner. It features three icons: a keyboard for "Type", a pencil for "Draw", and a document with a plus sign for "Image". Below these icons is a text input field labeled "Type your name" containing a blurred signature. At the bottom, there are "Cancel" and "Save" buttons. A mouse cursor is pointing at the "Save" button.

7. Click Submit to submit the request for approval(s).

A complex form interface for a course withdrawal request. At the top left, a dropdown menu shows "MUSE 2220-01 Chamber Music:Percussion". The main form area contains four questions with radio button options:

- Will dropping the above course leave you below 12 credit hours? *
 Yes
 No
- Are you planning to graduate this semester or next? *
 Yes
 No
- Are you now or have you ever been on academic probation? *
 Yes
 No
- Are you currently taking a graded course Pass/Fail, other than the course you are dropping? *
 Yes
 No

Below the questions is a text block: "Please be advised that withdrawing from a course could have implications for billing, financial aid, immigration status, and/or athletic eligibility. Please contact the following office(s) with questions:" followed by contact information for the Office of Student Accounts, Office of Student Financial Aid and Scholarships, International Student and Scholar Services, and Athletics Student Services.

At the bottom of the form is a "Student Signature *" field with a blurred signature and a "Remove" button.

At the bottom of the form is a text box: "Students will receive an email notification to their Vanderbilt email account when withdrawal requests are approved and processed."

On the right side, there is an "Actions" panel with three buttons: "Submit", "Save", and "Discard". The "Submit" button is highlighted with a red box and a mouse cursor is pointing at it.

Approval Process

Requests for course withdrawal will route to the following for review and approval:

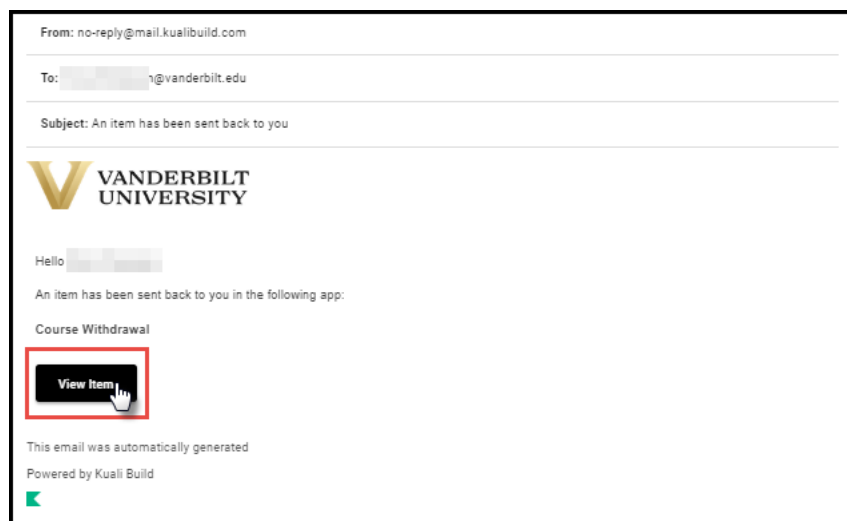
- The adviser listed on your withdrawal form
- Your school's Office of Academic Services
- In certain instances, your school's associate dean

Withdrawal requests will not be processed until all approvals have been finalized. Requests for which approvals have not been finalized within seven days will be canceled.

****Important note: Until your request has been approved and processed, you will remain enrolled in the course.****

Requests Sent Back

At any point in the process, an approver may send the form back to you for updates (for example, if you answered one of the four questions incorrectly). If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.





Notifications

Notifications about the course withdrawal process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason by your adviser, your school's Office of Academic Services, or your school's Dean's Office.
- You will receive email notification if your request is sent back to you for any reason by your adviser, your school's Office of Academic Services, or your school's Dean's Office.
- You will receive email notification if your request is canceled (if it has not been fully approved and finalized within seven days).
- You, your adviser, and the course instructor will receive email notification if your request is approved, once the withdrawal has been processed.
- For international students and/or student-athletes, email notification will be sent to the Office of International Student and Scholar Services and/or the Athletics Student Services Center.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.

