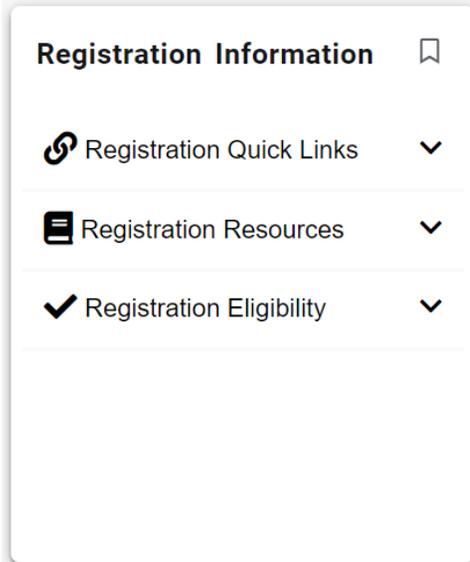


Dropping Courses or Withdrawing Using Self-Service Banner

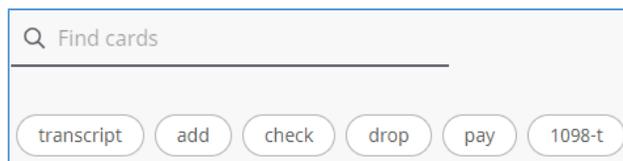
Log on to OneTech using your ATU ID and password.

Locate the “Registration Information” card, open the Registration Quick Links and select “Drop Classes or Withdraw.”

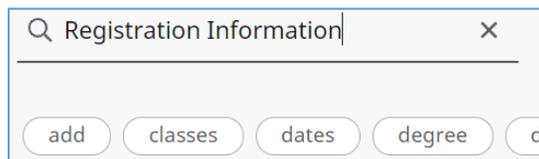


*If you cannot find the “Registration Information” card:

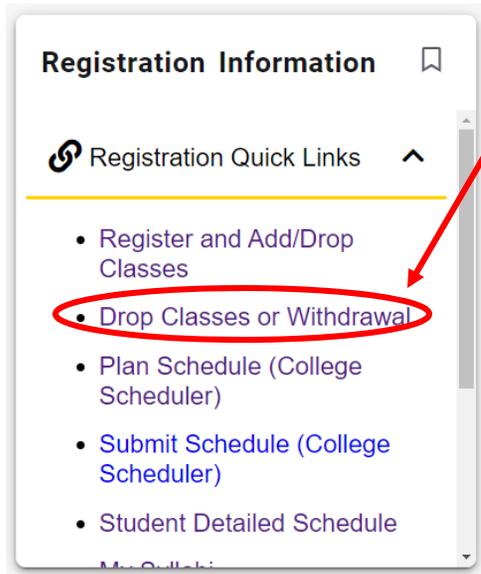
1. Click the menu icon  in the upper-left-hand corner of the page next to the ATU logo.
2. Click Discover.
3. At the top of the page is a search field where you can search for cards or choose from a list of key words to narrow the results.



4. Type “Registration Information” in the search bar.



5. Open the Registration Quick Links and select "Drop Classes or Withdraw."



Select the appropriate term.

Click "Request Drop or Withdraw" and then click "Create New Drop/Withdrawal Request."

Request Drop or Withdraw

Home > Student > Registration > Request Drop or Withdraw

Wanting to add a course? Do NOT complete this form, complete an add drop form that can be located [here](#) and submit this form with the appropriate signatures to the Office of the Registrar.

If you are not attending a course or courses, please be advised you may drop sections of courses only by following the official procedure which requires that you obtain the formal approval of your academic advisor. Failure to complete this procedure can result in a grade of "F" being entered on your student record. Please note: A student accumulating an excessive number of absences in a course may be dropped from the course by the instructor with a grade of "FE."

Create New Drop/Withdrawal Request

Drop/Withdrawal Requests

Term	Sequence	Type	Request Date	Status	Action
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Select the course(s) that you wish to drop or withdraw from and click continue.

Please select the course(s) you wish to drop. Please note, if you drop all courses you will be completely withdrawn for the term.

Courses

Drop?	CRN	Subj. Code	Subject	Course	Course Title	Section	Reg. Status	Course Level	Student Level	Credit	Grade Mode	Current Grade
	40021	ENGL	English	4713	ESL ASSESSMENT	TC1	DD - Drop Before Class Begins	UG	Undergraduate	3	Standard Letter	
<input checked="" type="checkbox"/>	40048	COMM	Communications	4153	PERSUAS/THEORY/AUD/ANALY	TC2	RE - Registered	UG	Undergraduate	3	Standard Letter	
<input type="checkbox"/>	40064	CSP	College Student Personnel	6093	PRACTICUM II	081	RE - Registered	GR	Graduate	3	Standard Letter	
<input type="checkbox"/>	40081	TH	Theatre	4094	INTERNSHIP	082	RE - Registered	UG	Undergraduate	4	Standard Letter	

Summary

Number of courses available to drop: 3
Number of courses selected to drop: 1

Cancel Continue

Thoroughly read all information boxes before clicking continue.

Course Drop Summary

Home > Drop Summary Form

Summary

Warnings

1. It is highly recommended that you communicate with your instructor regarding your intent to drop a course prior to completing a drop request. Are you sure you want to continue?
2. Our records indicate that you plan to graduate. Please contact the IMSSO regarding your intent to drop a major or minor as a result of this drop.
3. You must pursue a "full course of study" during every academic year. You must take 6 credit hours. You must notify the IMSSO of your graduate status if you have a graduate assistantship, you are allowed to drop below full time status, 9 hours, can result in the loss of your graduate assistantship. You should contact the ATU VA Office at va@atu.edu or by phone at 479-968-0272.
4. Dropping below full time status, 9 hours, can result in the loss of your graduate assistantship. You should contact the ATU VA Office at va@atu.edu or by phone at 479-968-0272.

Courses selected to drop

CRN	Subj. Code	Subject	Course
40048	COMM	Communications	4153

A \$10 fee will be charged to your student account as a result of dropping this course.

By clicking Continue, I acknowledge the possible ramifications of dropping this course.

Warning

⚠ It is highly recommended that you communicate with your instructor regarding your intent to drop a course prior to completing a drop request. Are you sure you want to continue?

Current Grade	Course Status
	New

Read through your summary one more time. If you still wish to drop your courses you will click the continue button at the bottom of the screen.

Complete the survey and click Submit once it is complete.

***Warning: clicking submit processes your drop request once it is approved. Only click submit if you are sure you want to drop the course.**

You will get a submission status screen if your request was processed correctly.

Submission Status

Home > Drop Request Submission Status

Your request has been submitted to your advisor. University procedure requires approval from your advisor before this request can be processed. Please note that your drop or withdraw request will NOT be processed immediately; please monitor university email and anticipate communication from a university representative until you receive notice that your request has been processed or denied. If your request is approved, today's date will be used for the date of the drop. Please click [here](#) if you need to make another request.

You will also get an email from no-reply@atu.edu once your request is approved or denied, so monitor your OneTech email account.

Contact the Office of the Registrar during business hours if you have any problems during the process.

We are available Monday – Friday

8 a.m. to 5 p.m.

(479) 968-0272

registrar@atu.edu