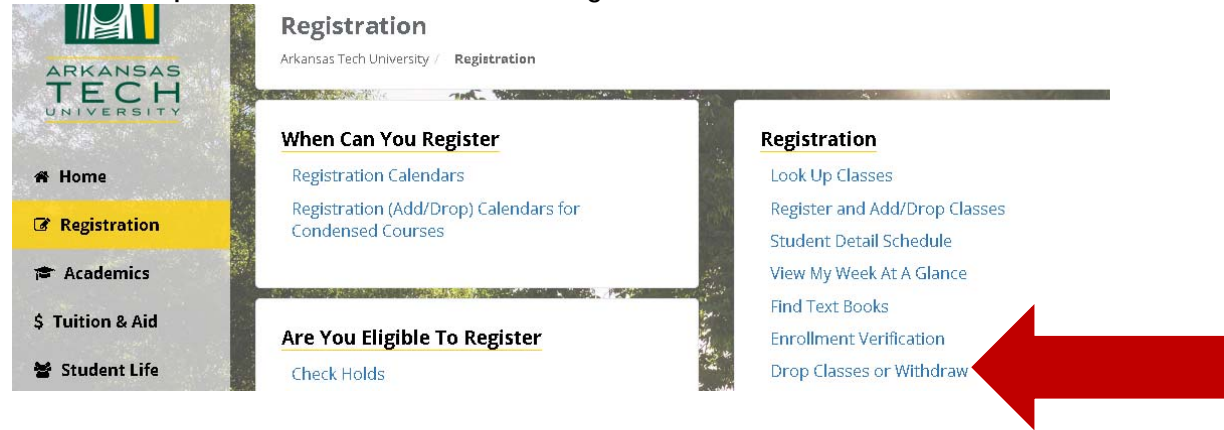


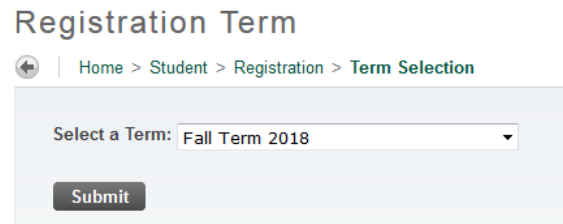
Dropping Courses or Withdrawing Using Self-Service Banner

Log on to the OneTech Portal using your OneTech ID and password

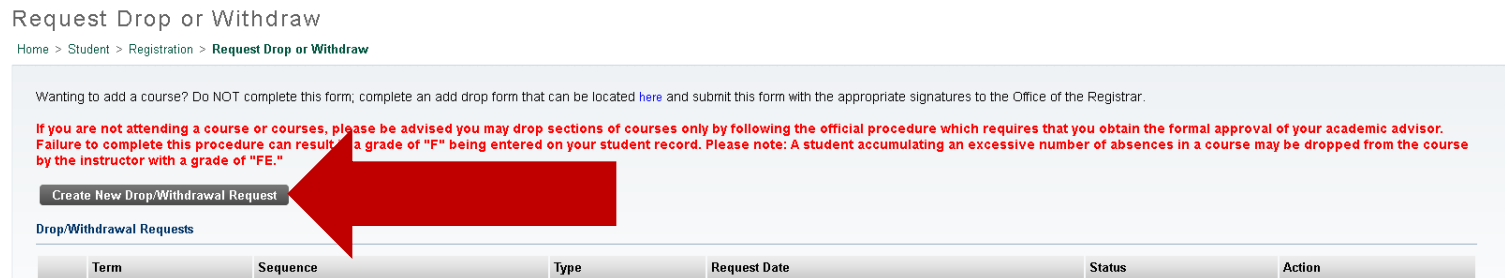
Go to your Registration tab and click "Drop Classes or Withdraw" in the Registration channel



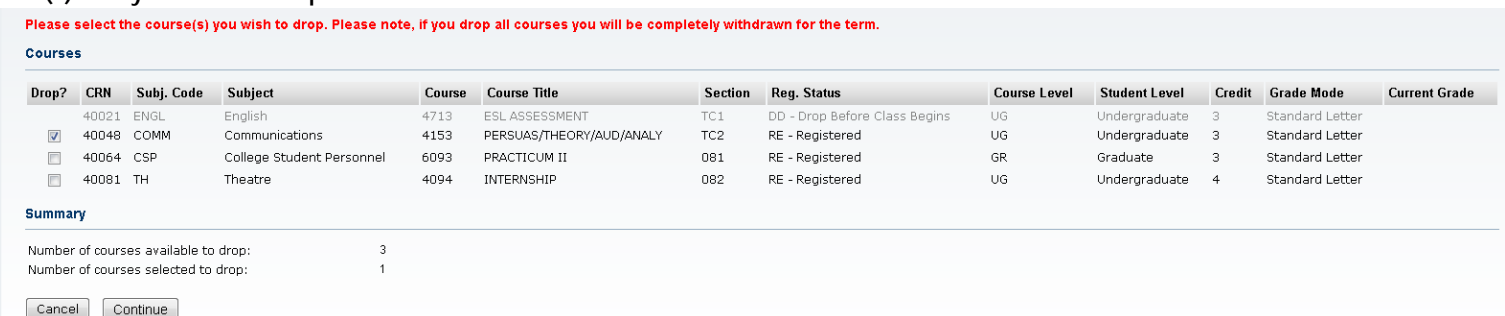
Select the appropriate term.



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



Select the course(s) that you wish to drop or withdraw from and click 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 at imss@atu.edu if you are dropping 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.**
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	Current Grade	Course Status
40048	COMM	Communications	4153		New

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.

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