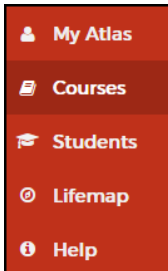# How to Withdraw

Beginning January 29, 2024, registration self-service for students will have a new look. This how-to document has been created to assist you with how to withdraw from one or more classes for Spring 2024.

1. Log in to your Atlas account

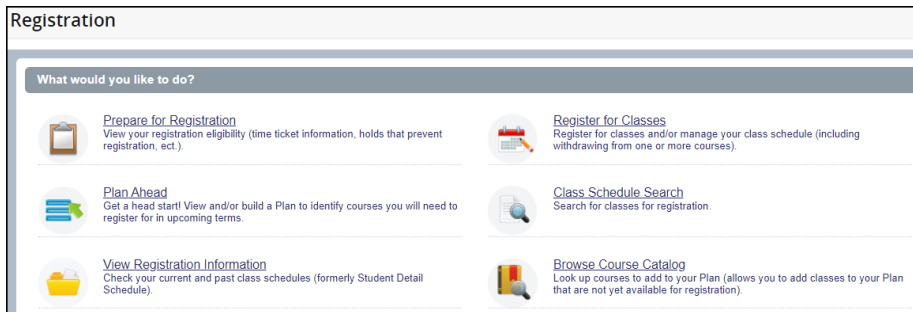2. Click on the **Courses** tab:

3. On the **Courses** tab, click on **Registration** inside the **Registration** channel:
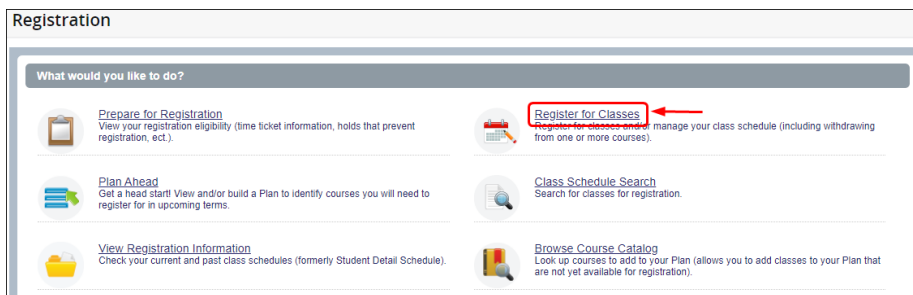

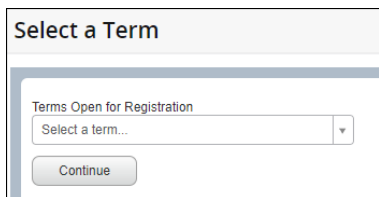4. Click on **Withdraw from Class(es)**:

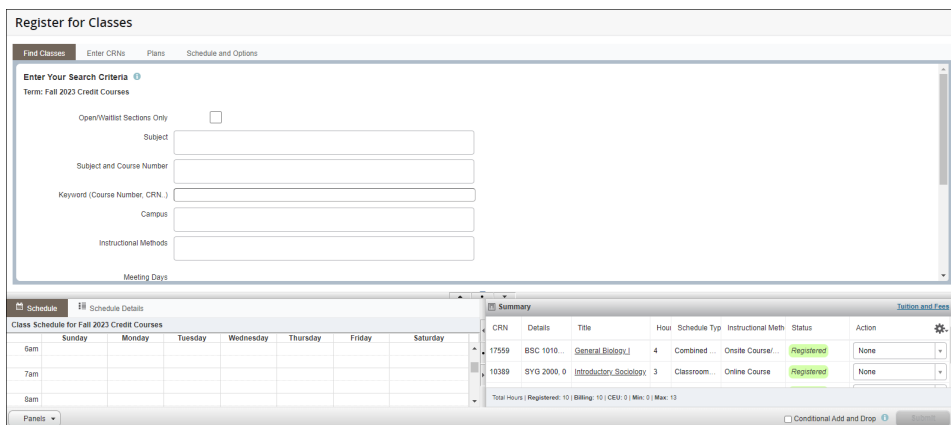5. You will be directed to the **Registration** menu:

6. Click on **Register for Classes**:

7. Select the **Term** you wish to withdraw from a class for by clicking on the drop-down arrow inside the **Select a term…** field; click Continue after selecting the term:

8. You will be directed to the **Register for Classes** page:

9. Locate the **Summary** section on the page (lower right):

10. Inside the **Summary** section, locate the course you wish to withdraw from and click on the drop-down arrow inside the **Action** field next to the course; in this example, Charli Atlas will be withdrawing from BSC 1010C:

11. After clicking on the drop-down arrow next to the course you wish to withdraw from, you will see the following options:

12. Select Withdrawn - (Web/Phone)

13. To withdraw from another course, perform the same steps as numbers 11 and 12 above.

14. After selecting `Withdrawn - (Web/Phone)` for your course(s), click `Submit`

CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	
17559	BSC 1010C, 0	General Biology I	4	Combined Cla...	Onsite Course/Face...	*Registered*	Withdrawn - (Web/P... ▾	
10389	SYG 2000, 0	Introductory Sociology	3	Classroom Se...	Online Course	*Registered*	None ▾	
11369	EUH 2001, 0	Modern Western Civ	3	Classroom Se...	Onsite Course/Face...	*Registered*	None ▾	

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 13

☐ Conditional Add and Drop ⓘ **Submit**

15. After clicking `Submit`, you will see ✅ Save Successful on the upper right and the withdrawn **Status** of the course(s) will be reflected in the **Summary** section:

CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	
17559	BSC 1010C, 0	General Biology I	4	Combined Cla...	Onsite Course/Face...	*Withdrawn*	None ▾	
10389	SYG 2000, 0	Introductory Sociology	3	Classroom Se...	Online Course	*Registered*	None ▾	
11369	EUH 2001, 0	Modern Western Civ	3	Classroom Se...	Onsite Course/Face...	*Registered*	None ▾	

Need help? Reach out to one of our Student Support Services. For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.