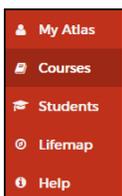# How to Drop or Withdraw from Class(es)

This how-to document has been created to assist you with how to drop or withdraw from one or more classes. Refer to the [Important Dates & Deadlines Academic Calendar](#) for Drop/Refund and Student-Initiated Withdrawal deadlines.

Important Definitions:

Drop: Drop refers to the action students take to remove themselves from enrollment in a course prior to the drop/refund deadline, which is scheduled at the beginning of each part of term. Courses that have been dropped do not receive academic credit, are not included on transcripts, and do not incur any financial obligation.

Withdrawal: Withdrawal refers to the action students take to remove themselves from a course after the drop/refund period and before the withdrawal deadline for each part of term. Withdrawing from a course may carry both academic and financial implications. Academically, a grade of "W" will be assigned, which will appear on student transcripts. At Valencia College, a "W" grade does not impact the GPA and does not count as completed credit toward a degree. However, a withdrawal will count as an attempt at the course. Financially, no refund is issued, and students are responsible for the associated tuition and fees.

1. Log in to your Atlas account
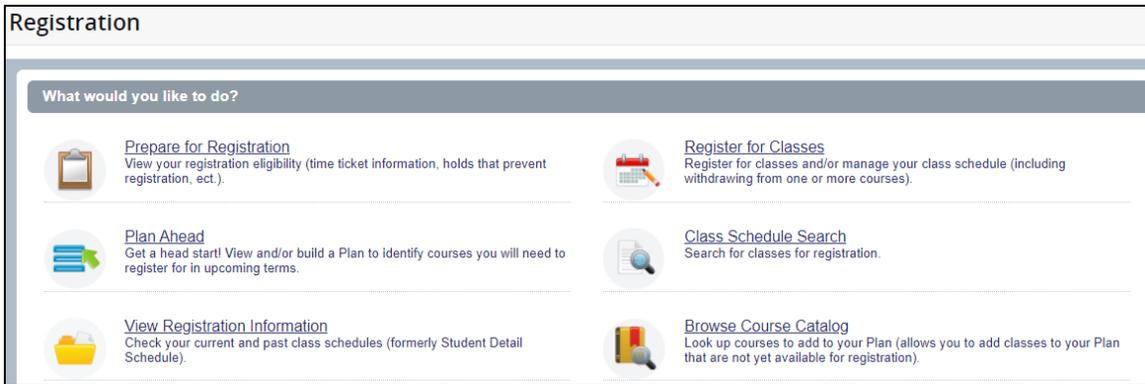
2. Click on the **Courses** tab:

3. On the **Courses** tab, click on **Registration** inside the **Registration** channel:
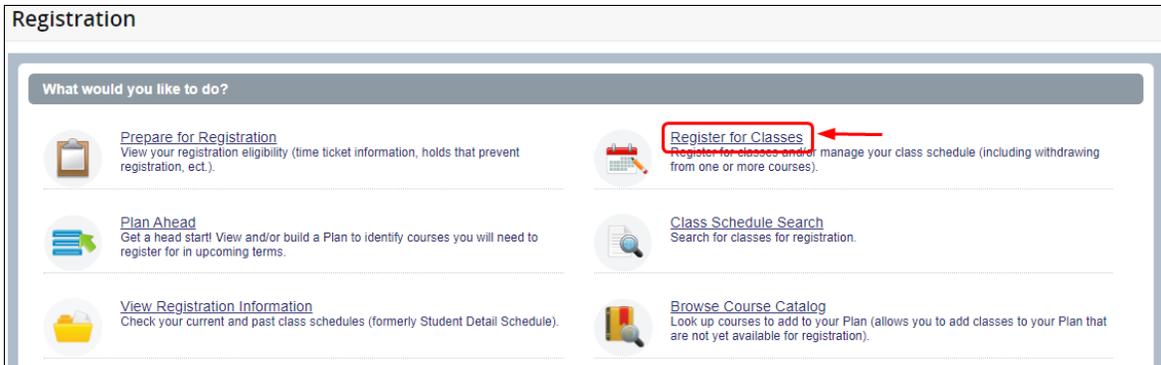
4. Click on **Drop/Withdraw from Class(es)**:

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

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

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

Select a Term

Terms Open for Registration
Select a term...

[Continue]

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

Register for Classes

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Enter Your Search Criteria ⓘ
Term: Fall 2023 Credit Courses

Open/Waitlist Sections Only ☐

Subject

Subject and Course Number

Keyword (Course Number, CRN..)

Campus

Instructional Methods

Meeting Days

📅 Schedule	⠿ Schedule Details								📋 Summary								Tuition and Fees

Class Schedule for Fall 2023 Credit Courses

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		CRN	Details	Title	Hour	Schedule Typ	Instructional Meth	Status	Action	⚙
6am									17559	BSC 1010...	General Biology I	4	Combined ...	Onsite Course/...	Registered	None	▾
7am									10389	SYG 2000, 0	Introductory Sociology	3	Classroom...	Online Course	Registered	None	▾
8am									Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 13								

[Panels ▾]   ☐ Conditional Add and Drop ⓘ   [Submit]

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

📋 **Summary**   **Tuition and Fees**

CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	⚙
17559	BSC 1010C, 0	General Biology I	4	Combined Cla...	Onsite Course/Face...	Registered	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 ▾	

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

☐ Conditional Add and Drop ⓘ   [Submit]

10. Inside the **Summary** section, locate the course you wish to drop or withdraw from and click on the drop-down arrow inside the **Action** field next to the course.

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

   If the course is within the Drop/Refund period, you will see Dropped Via Web as a selection option:

   If a course is outside the Drop/Refund period but within the Student Initiated Withdrawal period, you will see the Withdrawn-Web/Phone as a selection option:

12. Select the option you are shown: **Dropped Via Web** or **Withdrawn - (Web/Phone)**

13. To drop or withdraw from another course, perform the same steps as numbers 10 and 11 above.

14. After selecting **Dropped Via Web** and/or **Withdrawn - (Web/Phone)** for your course(s), click **Submit**

CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	
32425	ENC 0017, 0	Dev Reading and Writing I	4	Classroom S...	Mixed Mode	Registered	Dropped Via Web ▾	

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 10

☐ Conditional Add and Drop ⓘ **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 dropped (Deleted) and/or withdrawn **Status** of the course(s) will be reflected in the **Summary** section:

CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	
32425	ENC 0017, 0	Dev Reading and Writing I	0	Classroom S...	Mixed Mode	Deleted	None ▾	

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

Summary								Tuition and Fees
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.