

Cloud County Community College Spring 2021 Total Drop/Withdraw Form

A total drop/withdraw is processed when a student decides to drop/withdraw from ALL current courses at Cloud County Community College (regardless if they are enrolled in only one course or five courses).

Note: A drop will not show on the student's transcript; withdraw will result in a 'W' on the student's transcript.

Follow the steps listed below before submitting the form (page 2).

Once the Total Drop/Withdraw Form is received by the designated office, the request is considered complete and final. The student will receive email confirmation through their T-Bird email generally within 2 business days (*once the college has processed the request.*)

Before submitting the Total Drop/Withdraw Form, the student is encouraged to...

- Visit with their instructor(s) regarding their class(es) to make sure they understand their current progress and how that relates to success in the course.
- Visit with their advisor regarding their current progress to learn how a drop or withdraw can affect degree progress and anticipated completion dates.
- Review college policies and procedures associated with this process.
- Review the deadlines for drop (with and without refund) and withdraw for Spring 2021.

<i>Spring 2021 Deadlines</i>	Full Session <i>01/20/21 to 05/13/21</i>	1st Session <i>01/20/21 to 03/17/21</i>	2nd Session <i>03/22/21 to 05/13/21</i>
<i>Last day to drop with 100% refund</i>	02/02/2021	01/26/2021	03/26/2021
<i>Last day to drop without refund</i>	02/17/2021	02/02/2021	04/05/2021
<i>Last day to withdraw</i>	04/26/2021	03/01/2021	04/30/2021

- *Total Withdraw/Drop Forms will be accepted through 11:59 pm CST on the established deadline. Forms received after the published deadline will not be processed and the student will receive notice from the college through their T-Bird email.*

STOP! Your CCCC Student ID # will be required to complete the Total Drop/Withdraw Form.

If you need a reminder, log into iCloud then select the silhouette at the top to access your Personal Info. Your ID number can be found on the Biographical and Academic Info screens.

Proceed to page 2 to complete the Total Drop/Withdraw Form for Spring 2021 courses.

Not wishing to drop/withdraw from ALL of your classes?

If you wish to drop or withdraw from one or more of your courses (*but not **ALL** of your courses*):

- Call the Advisement Center (*Concordia*) at ext. 275 or Student Services (*Junction City*) at ext. 714 to make an appointment with an advisor to discuss your options! **1-800-729-5101**
- You can also use your T-Bird email to contact your advisor, the Advisement Center (*Concordia*) advisement@cloud.edu or Student Services (*Junction City*) gcadvisement@cloud.edu.

Helpful Hint: Include your name, ID #, tell us **what** you are requesting (...to drop... to withdraw...) and include the course number and title. Check your T-Bird email often, Cloud County Community College may need additional information to finalize your course drop/withdraw.

**CLOUD COUNTY COMMUNITY COLLEGE
SPRING 2021 TOTAL DROP/ WITHDRAWAL FORM**

A total drop/withdraw is processed when a student decides to drop/withdraw from all current courses at Cloud County Community College (*regardless if they are enrolled in only one course or five courses*).

To submit your request: Enter the required information*, review the student acknowledgment statements, sign, and email to the **Advisement Center** (advisement@cloud.edu) *Concordia* or **Student Services** (gcadvisement@cloud.edu) *Junction City*.

Last Name*

First Name*

Student ID#*

Student Email*

Why are you requesting to drop/withdraw?*

COVID-19 Family/medical/job/military reasons Financial challenges Low grades Other (*describe below*)

Additional Explanation*

Note: If you are requesting to drop/withdraw due to COVID-19, make sure to explain why this is a result of COVID-19. Allowable circumstances include, but are not limited to: You or a family member have become ill, you need to become a caregiver or first responder, loss of child care, economic hardship, inability to access wi-fi due to closed facilities, or an increase in work hours as a result of the COVID-19 emergency.

Student Acknowledgement:

- I understand that I am initiating a total drop/withdraw from CCCC as of the date this form is submitted by me (the student) and received by designated office at the college with all required information.
- I have visited with my instructor(s), advisor, and other student services staff regarding my options and am requesting to complete a total drop/withdraw from Cloud County Community College (CCCC). *This includes online, late start and/or 2nd session courses.*
- I understand that a total withdrawal from Fall or Spring semester will place me on academic probation. If I am currently on academic probation, this will place me on academic suspension. *This does not apply to a total drop.*
- I will be responsible for the outstanding charges on my student account including scholarship adjustments. I understand an outstanding balance will prevent my enrollment in future classes at CCCC and the release of my official transcript.
- I understand the Financial Aid Office will complete the Return to Title IV calculation and will notify me by mail regarding Financial Aid earned or returned. I understand this calculation may result in a balance due on my student account. Please contact the Financial Aid Office if you have any questions.
- I understand, if residing in campus housing this semester, a separate checkout must be completed with the Coordinator of Residence Life within one day of submitting this total drop/withdraw form. *Charges will apply if the housing checkout is not completed.*

International Student Acknowledgement:

- I understand by processing a total drop/withdraw from my coursework at Cloud will result in the TERMINATION of my F1 Student Visa and I am required to leave the United States within 15 days. If my SEVIS (or I-20) is terminated OR I overstay my grace period, I could be accruing unlawful presence. This can lead to arrest and deportation proceedings. Accruing unlawful presence may result in being barred from the U.S. for many years or even permanently.

**Sign and submit your request for a Total Drop/Withdraw to the Advisement Center
(advisement@cloud.edu) *Concordia* or Student Services (gcadvisement@cloud.edu) *Junction City*.**

You will be notified via your T-Bird email account once your request has been finalized (*this will generally occur within 2 business days*).

Student Acknowledgement *

This form will not be processed if your signature is missing.