Important: Before considering dropping any course, it's vital that you have speak with your instructor, certified advisor, financial aid (if applicable) to ensure you understand how dropping/withdrawing can affect your academic standing, satisfactory academic progress and/or financial aid.

STEP 1: Log into ACES

STEP 2: Click on 'My Page' Tab

STEP 3: Under 'Register Here' - click on "need to withdraw from classes? Click here"

ALAMO COLLEGES DISTRICT	My Page		
🖷 Home			
♀ Start Here 矕 Student	Academic Pro	file	My Registration
🗲 My Courses	Fall 2015	Select Another Term 🗸	and the second se
🗅 My Page	Curriculum		REGISTER
My Library	Class Standing:	Freshman	HERE
	Degree:	Associate of Arts	
	Level:	Undergraduate	Within the registration portal, you can:
	Program:	PAC Assoc of Arts	Look up classes Register for classes View course schedule Prepare for registration
	Admit Term:	Summer 2015	Review degree plan
	Catalog Term:	Summer 2015	Want more info on how to Register? Click here to watch a tutorial. On the re Need to withdraw from classes? Click Here
	College:	Alamo Colleges	· · · · · · · · · · · · · · · · · · ·
	Campus:	Palo Alto College	

STEP 4: Select desired term (ex: Fall 2021) from the drop-down menu, then click Continue. (Do NOT select CE or COM).

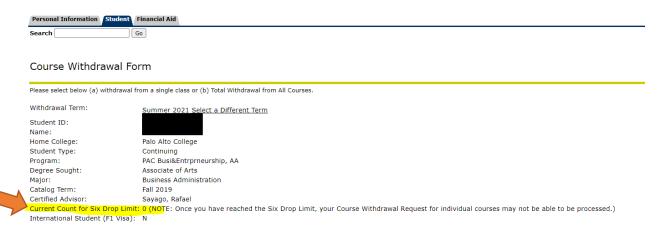
Personal Int	formation Student	Financial Aid
Search		Go
Registra	tion Term	
Summer & F	all Registration for	FEACH Part of Term Ends on the following dates:
Maymester	May 8, 2021	
Summer I Summer 8 Week Summer II	May 29, 2021 May 29, 2021 July 5, 2021	
Fall 16 Week Fall Flex I	August 17, 2021 August 17, 2021	
Fall Start II Fall Flex II	August 31, 2021 October 12, 2021	
***Students	are not allowed to en	roll in more credit hours than there are weeks in shortened session
Select a Te	Fall 2021	
Submit		
RELEASE: 8	.7. 1	
	-	· · ·

HOW TO DROP AFTER CENSUS/WITHDRAW FROM CLASSES

STEP 5: Review Information

Note: Students are limited to a total of <u>six (6) college level course drops</u> during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code.

Table A: If Current Count for Six Drop Limit is 6 (see green highlight below), you will be able to submit Course Withdrawal Form, but the withdrawal request will not be automatically processed. After careful review by the college, if the drop can't be processed, an email notification will be sent to you through your Alamo ACES email account. Notifications will NOT be sent to your Canvas Inbox



STEP 6: Click on course you want to drop for a **single class withdrawal** <u>or</u> click on **Total Withdrawal** from all courses for Institutional Withdrawal. <u>Very important to identify the desired course(s)</u>. *If the withdrawal deadline has past, the "Withdraw No Grade"* option will not be available. You will see "past drop deadline" or "none".

ORN .	Subject	Course	# Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Srade.	Action
10004	KUNE	1306	007	First Ald	3	Palo Alto College	Busitamante, Anna	06/08/2017		Withdraw No Grade
10726	MUSI	1306	060	Music Appreciation	3	Palo Alto College	Narmolejo, Armin T.	06/08/2017		Withdraw No. Grade
13520	CNE	1108	100	Walking 1	1	Palo Alto College	Loure, Nexis L.	06/08/2017		Withdraw No Grade

STEP 7: Ensure all questions are answered throughout the form and complete the Acknowledgment to proceed and submit the request.

	 Dr clicking Submit, I understand that my request to withdraw from a course new impact the following: Nin Dang Caust Nin Participation Ny Account Balance
Submit	

HOW TO DROP AFTER CENSUS/WITHDRAW FROM CLASSES

STEP 8: After you click Submit, a note appears (see red box) that indicates the Withdrawal request has been received.

The withdrawal request has been received. We encourage you to discuss this request with your instructor or your Certified Advisor, if you have not bready done so Your instructor has up to 2 business days to review and finalize your request. Select Courses for Withdrawal - Term: Summer 2017 CRN Subject Course #Section Course Title Credit HoursCampus Instructor Census Date GradeAction 10347/MATH 1314 012 College Algebra[3 St. Philip's College[Ode], Lucy[06/08/2017 Withdraw - No Grade	Cour	se W	ithdra	wal Fo	orm							4	1. 10:41 ar
CRN Subject Course # Section Course Title Credit Hours Campus Instructor Census Date Grade Action 10347 MATH 1314 012 College Algebra St. Philip's College College Oddl Withdraw - No Grade								with your in	structor or you	ır Certi	fied Advisor,	if you have	not already done so.
10347 MATH 1314 012 College Algebra 3 St. Philip's College Odell, Lucy 06/08/2017 Withdraw - No Grade	Select	Course	es for Wi	thdraw	al - Term: Sum	mer 2017							
	CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action		
It is established to the Course of actions is dischart this along data and south to used the Circ Data Hanth	10347	MATH	1314	012	College Algebra	3	St. Philip's College	Odell, Lucy	06/08/2017		Withdraw -	No Grade	
* An asterisk in the Course # column indicates this class does not count toward the Six Drop Limit.	* An as	sterisk i	n the Cou	irse # co	olumn indicates	this class doe	es not count toward	the Six Dr	op Limit.				

Check your Alamo ACES email for notifications. Students receive emails for the following reasons:

- Upon submittal of request.
- After Withdrawal request has been completed.
- If request can't be processed; for example, 6 drop limits.
- If request is canceled by Faculty or Certified Advisor, confirmation is sent to you.
- Request from Faculty or Advisor if they need you to contact them.