



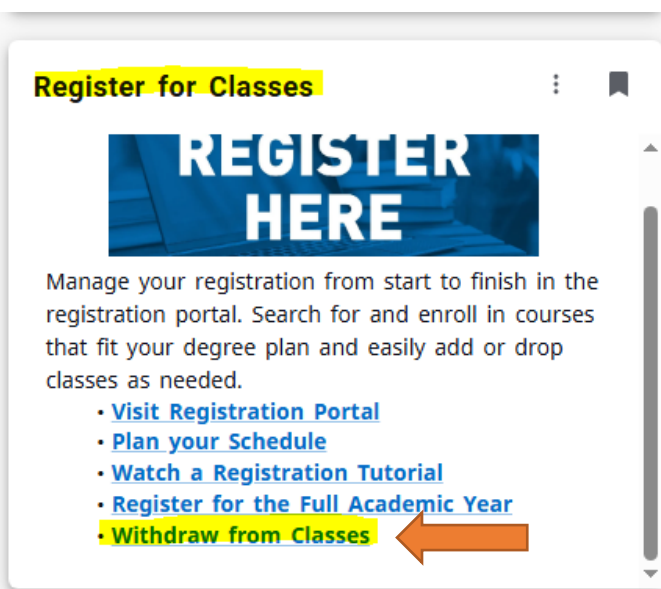
HOW TO DROP AFTER CENSUS/WITHDRAW FROM CLASSES

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: Locate the 'Register for Classes' card

STEP 3: Under 'Register Here', click on 'Withdraw from Classes'



STEP 4: Select desired term (ex: Fall 2025) from the drop-down menu, then click Continue. (Do NOT select CE or COM).

***Students are not allowed to enroll in more credit hours than there are weeks in shortened sessions/part:

Don't worry about buying books.

AlamoBOOKS+ provides easy book rentals that are included as part of students' required fees. Learn more :

Select a Term: Fall 2025

Submit

RELEASE: 8.7.2.12



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STEP 5: Review Information

Note: Students are limited to a total of **six (6) college level course drops** 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

Personal Information Student Financial Aid

Search Go

Course Withdrawal Form

Please select below (a) withdrawal from a single class or (b) Total Withdrawal from All Courses.

Withdrawal Term: Fall 2025 [Select a Different Term](#)

Student ID:

Name:

Home College: Palo Alto College

Student Type: Continuing

Program: PAC Adv Manuf&Logistics, AAS

Degree Sought: Associate of Applied Science

Major: Logistics/Supply Chain Mgmt

Catalog Term: Summer 2024

Certified Advisor:

Current Count for Six Drop Limit: Exempt from Six Drop Rules

International Student (F1 Visa): N

Registered Courses - Term: Fall 2025											
Part of Term	CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
Full Term	41690	LMGT	2388	001	Int-Logistics & Materials Mgmt	3	Palo Alto College	Brannon, Ronnie L.	09/10/2025		Withdraw No Grade
8 Weeks Flex I	54616	BMGT	1313	001	Principles of Purchasing	3	Northeast Lakeview College	Collins, Keith G.	09/02/2025		Withdraw Grade = W
8 Weeks Flex II	55337	ACCT	2301	044	Financial Accounting	3	Palo Alto College	Mazzon, Daniele	10/27/2025		Drop Classes in Banner Registration
8 Weeks Flex I	59190	LMGT	1349	001	Materials Requirement Planning	3	Northeast Lakeview College	Collins, Keith G.	09/02/2025		Withdraw Grade = W
* An asterisk in the Course # column indicates this class does not count toward the Six Drop Limit.											
										Total Withdrawal from All Eligible Courses	

RELEASE: 8.6

STEP 6: Click on course you want to drop for a **single class withdrawal** or click on **Total Withdrawal** from all courses for Institutional Withdrawal. Very important to identify the desired course(s).

If the withdrawal deadline has past, the "Withdraw No Grade" option will not be available.

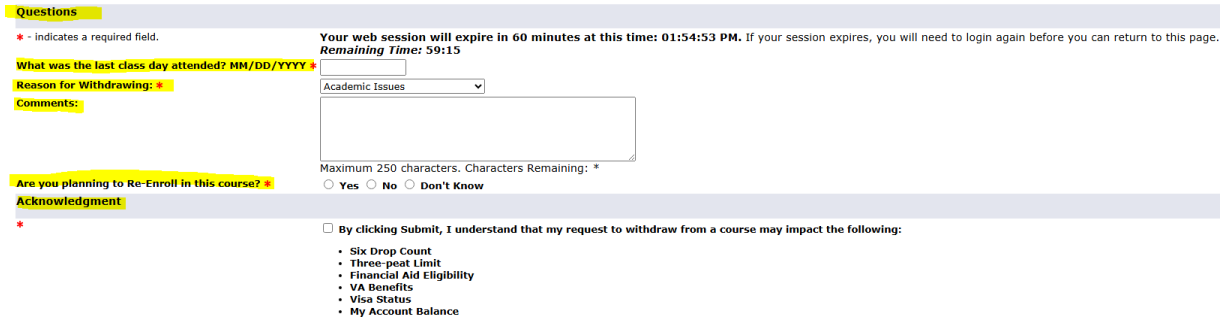
You will see "past drop deadline" or "none".

	Census Date	Grade	Action
nnie L.	09/10/2025		Withdraw No Grade
n G.	09/02/2025		Withdraw Grade = W
niele	10/27/2025		Drop Classes in Banner Registration
n G.	09/02/2025		Withdraw Grade = W
			Total Withdrawal from All Eligible Courses



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



Questions

* - Indicates a required field.

What was the last class day attended? MM/DD/YYYY *

Reason for Withdrawing: *

Comments:

Academic Issues

Maximum 250 characters. Characters Remaining: *

Are you planning to Re-Enroll in this course? *

Acknowledgment

* By clicking Submit, I understand that my request to withdraw from a course may impact the following:

- Six Drop Count
- Three-peat Limit
- Financial Aid Eligibility
- VA Benefits
- Visa Status
- My Account Balance

STEP 8: After you click **Submit**, a note appears that indicates the Withdrawal request has been received.

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.