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: Click on ‘My Page’ Tab

STEP 3: Under ‘Register Here’ - click on “need to withdraw from classes? Click here”

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

**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”.*

**STEP 7:** Ensure all questions are answered throughout the form and complete the **Acknowledgment** to proceed and **submit** the request.
**STEP 8:** After you click Submit, a note appears (see red box) 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.