Steps to Complete Withdrawal Request Form in ACES

1. Log in to ACES
2. Click on STUDENT tab
3. Click Web Services
4. Click Student
5. Click Registration
6. Scroll and Click on Course Withdrawal / You are now on the Course Withdrawal Form
7. Please review your Student information
8. 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 yellow 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.
9. Under **Action** (see Table B) click on course you want to drop for a single class withdrawal or click on Total Withdrawal from all courses for Institutional Withdrawal. If the withdrawal deadline has past, the “Withdraw No Grade” option will not be available. You will see “past drop deadline” or “none”.

**TABLE B**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Campus</th>
<th>Instructor</th>
<th>Census Date</th>
<th>Grade</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>KNE</td>
<td>1306</td>
<td>007</td>
<td>First Aid</td>
<td>3</td>
<td>Palo Alto College</td>
<td>Bustamante, Anna</td>
<td>06/08/2017</td>
<td></td>
<td>Withdraw No Grade</td>
</tr>
<tr>
<td>1072</td>
<td>MUSI</td>
<td>1306</td>
<td>008</td>
<td>Music Appreciation</td>
<td>3</td>
<td>Palo Alto College</td>
<td>Marmolejo, Armin T.</td>
<td>06/08/2017</td>
<td></td>
<td>Withdraw No Grade</td>
</tr>
<tr>
<td>1352</td>
<td>KNE</td>
<td>1108</td>
<td>001</td>
<td>Walking 1</td>
<td>1</td>
<td>Palo Alto College</td>
<td>Lowe, Alexis L.</td>
<td>06/08/2017</td>
<td></td>
<td>Withdraw No Grade</td>
</tr>
</tbody>
</table>

* An asterisk in the Course # column indicates this class does not count toward the Six Drop Limit.

**TABLE C**

10. Ensure all questions are answered throughout the form and complete the **Acknowledgment** (see Table C) to proceed and submit the request.

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

12. Check you Alamo ACES email for notifications. Students receive emails for the following reasons:
   a. Upon submittal of request.
   b. After Withdrawal request has been completed.
   c. If request can’t be processed; for example 6 drop limit.
   d. If request is cancelled by Faculty or Certified Advisor, confirmation is sent to you.
   e. Request from Faculty or Advisor if they need you to contact them.