

Self-Service Withdrawal Initiation

Screen-shots from the Student View in SIS



Navigation

Main Menu > Student Self Service > Enrollment > Term Withdrawal

The screenshot displays the NC State University MyPack Portal interface. At the top, the header includes the university name, navigation links (FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME), and a "Select One:" dropdown menu. Below the header, the "MYPACK PORTAL" banner is prominent, with a large yellow "EPPRE" watermark. The "FOR STUDENTS" section is active, showing a "Main Menu" dropdown. The "Main Menu" dropdown is open, revealing a list of options: "Student Self Service" (highlighted), "My Instant Messaging", "Academic Records", "Campus Finances", "Campus Living", "Campus Personal Information", "Class Search / Browse Catalog", "Degree Progress/Graduation", "Enrollment" (highlighted), "Student Center", "Training", and "Student Work-Study Job". The "Enrollment" option is further expanded, showing a list of sub-options: "Enrollment Wizard", "Term Withdraw" (highlighted), "Holds", "Grade Distribution", "Online Textbook Ordering", "ClassEval", "Parking Permit", "My Class Schedule", and "My Pack Planner". The bottom of the page features a red footer with "NC STATE UNIVERSITY" and "NORTH CAROLINA STATE UNIVERSITY" text, along with links for "Help", "My Personalization", "How To...", and "Feedback".

Term Selection

Self service withdrawal is available for active/current terms.

Favorites ▾ | Main Menu ▾ > Student Self Service ▾ > Enrollment ▾ > Term Withdraw

Start

Self Service Withdraw

Withdrawal Request

Students wishing to drop all courses for a term are required to withdraw from the university for that term and may be required to submit a readmission application and pay a readmission fee in order to return. To initiate a withdrawal request, select the Withdrawal Term below.

The effective date of your withdrawal will be the date you click the WITHDRAW button at the end of the online process. Once started, you will need to provide an explanation of the circumstances that resulted in your need to withdraw and you will be informed of potential financial impacts related to your withdrawal.

Additional details can be found at [REG 02.05.04](#)

Withdrawal Term

2016 Fall Term
2016 Summer Term 1
2016 Summer Term 2

Next >>

Withdrawal Reason, Explanation, and Return Term

Favorites ▾ | Main Menu ▾ > Student Self Service ▾ > Enrollment ▾ > Term Withdraw

Self Service Withdraw

Complete the following information to proceed with your request to withdraw for the term indicated.

Any tuition and fees refund or financial aid repayment amounts are estimates based on the date you initiated your withdrawal request. Actual amounts will be calculated based on the date you complete and submit your request to withdraw and may change if additional charges are applied to your account or your withdrawal date changes.

Academic Career	Undergrad
Withdrawal Term	2016 Summer Term 2
Withdrawal Reason	<input type="text" value=""/>
Initiated Date	08/16/2016

Please provide a brief explanation for why you wish to withdraw.

NOTE: If the circumstances that led to your withdrawal request are medical or psychological in nature and you are not comfortable sharing that information with non-medical university staff, you may schedule an appointment with [The Counseling Center](#) or [Student Health](#) to initiate your withdrawal. Details will be held confidential but a general summary to substantiate the request will be communicated to university staff with authority to approve withdrawal requests.

Please indicate when you plan to continue enrollment at NC State.

Returning Term	<input type="text" value="No Planned Return"/>
----------------	--

Withdrawing may result in failure to satisfy the Satisfactory Academic Progress requirements for the university for the academic year. Please provide an explanation of what has changed in your circumstances or the steps you have taken, or plan to take, to help ensure academic success when you return.

Next

Refund of Tuition and Fees

SIS will provide information to the student on the expected refund and withdrawal fees.

This is UCO message student will see on withdraw application

Refund of Tuition and Fees

Based on your withdrawal date of June 28, 2016, you may expect a 50% refund or reduction of your tuition and fees for the Summer2 term. At this time, administrative charges are estimated at \$86.93. These amounts are estimates, and can change if your withdrawal date is changed or other charges are applied to your account.

Tuition and fee refunds or reductions for Official Withdrawals are prorated based on the date of the withdrawal. No refunds are made for official withdrawals after 50% of the enrollment period. Please refer to <https://treasurer.ofb.ncsu.edu/cashier/refunds/withdraw.php> for a schedule of withdrawal dates for the current term(s).

An administrative fee of 5% of the total tuition and fees, and late registration fee charges not to exceed \$100, will be charged for all withdrawals processed. The administrative fee will post to your account after the processing of your withdrawal.

Refunds will not be processed until after the official drop period (Census) and will be deposited to the student's bank account or mailed to the student's university home/ mailing address. The Census date for the Summer2 term is June 27, 2016.

Students have the right to file a refund application (an appeal) in the Student Accounts Section of the University Cashier's Office at <https://treasurer.ofb.ncsu.edu/cashier/forms/appeal.php> . The appeal must be substantiated by medical reasons, unexpected employment changes, death in the immediate family, or University error and will be reviewed by the University Fee Appeals Committee. The appeal can not be processed if you have received academic credit for the course. **The deadline for filing an appeal is the last day of exams for the term.**

Acknowledge

Acknowledged at 08/16/2016 7:59:32AM

Next >>

Financial Aid

If the student has financial aid, SIS will provide relevant information to the student.

This is Fin Aid msg student will see on withdraw application

Withdrawal information

This information is being provided to you to ensure you are fully aware and understand the financial aid ramifications of officially withdrawing from NC State University. As a part of federal and state requirements, a certain percentage of financial aid may be required to be RETURNED to the funding source based on the DATE YOU WITHDRAW from school.

By clicking the 'Agree' button at the bottom of this page, you acknowledge that you understand the following:

- I have received federal and/or institutional (NC State University) funding for this term. If I officially withdraw before the 60% point in the term, I may be required to return a percentage of my financial aid to the funding source. The 60% point for the Summer2 term is July 15, 2016. My submitted withdrawal date of 06/28/2016 is before the 60% date. I will be notified if any repayment is required.
- If I am attending multiple sessions within a term and withdraw from one of the sessions, I may be subject to repayment of aid received in all sessions.
- I have student loans from the federal government. Once I officially withdraw from the university I may be required to perform exit loan counseling and my loans may become due after my grace period. It is my responsibility to perform this activity by going to the following website(s): <http://studentloans.gov> for federal student loans .
- It is my responsibility to follow through with the official withdrawal process. Failing to do so may seriously jeopardize my financial aid.

Student Certification

I acknowledge that I fully understand my responsibility by officially withdrawing from NC State University. If I do not complete the withdrawal process and UNOFFICIALLY withdraw from NC State University, I may be held responsible for repaying all monies received during the term.

Acknowledge

Acknowledged at 08/16/2016 7:59:32AM

Next >>

University Housing & University Dining

SIS will provide information to students in Housing and/or with Dining plans.

Favorites ▾ | Main Menu ▾ > Student Self Service ▾ > Enrollment ▾ > Term Withdraw

Start Main Tuition **Campus Dining**

Self Service Withdraw

08/05/2016 3:55:20PM MyPack Housing Request

Dining / Meal Plan Info

Students not required to be on the meal plan may cancel for any reason by September 30 for the fall term and January 31 for spring term and any available refund will be credited to their student account. In all cases, the student is responsible for providing a written request to University Dining at: <http://dining.ncsu.edu/campus-dining/meal-plans/making-changes/>

Next >>

Favorites ▾ | Main Menu ▾ > Student Self Service ▾ > Enrollment ▾ > Term Withdraw

Start Main Tuition **On-Campus Housing** Campus Dining Review & Submit

Self Service Withdraw

08/05/2016 3:55:20PM MyPack Housing Request

Campus Housing Info

Students withdrawing from the University must cancel their on campus housing through MyPack portal and check out of their assignment (remove all personal belongings and return room key) within 48 hours of submitting the cancellation request. Withdrawing from the University does not automatically cancel the housing agreement. In lieu of a cancellation fee, students withdrawing are charged a daily rate for the assigned living space.

Acknowledged at 08/05/2016 3:55:20PM

Athletes and International Students

SIS will notify these students that additional review and approval is required before the withdrawal request is processed.

The screenshot shows the 'Self Service Withdraw' page with the 'International' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'International Info' with a message: 'Our records indicate you are an international student registered with Office of International Services. Before your withdrawal can be processed OIS must approve the request.' Below this message, it says 'Acknowledged at: 08/05/2016 3:17:33PM'. At the bottom of the page, there is a 'Next >>' button.

Start Main Tuition Campus Dining **International** Review & Submit

Self Service Withdraw

08/05/2016 3:17:33PM

International Info

Our records indicate you are an international student registered with Office of International Services. Before your withdrawal can be processed OIS must approve the request.

Acknowledged at: 08/05/2016 3:17:33PM

Next >>

The screenshot shows the 'Self Service Withdraw' page with the 'Athletics' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Athletics Info' with a message: 'Our records indicate that you are a student athlete. Before your withdrawal can be processed, Academic Support Programs for Student Athletes must Approve the request.' Below this message, there is an 'Acknowledge' button. At the bottom of the page, there is a 'Next >>' button.

Favorites Main Menu > Student Self Service > Enrollment > Term Withdraw

Start Main Tuition Campus Dining **Athletics**

Self Service Withdraw

08/05/2016 3:17:33PM

Athletics Info

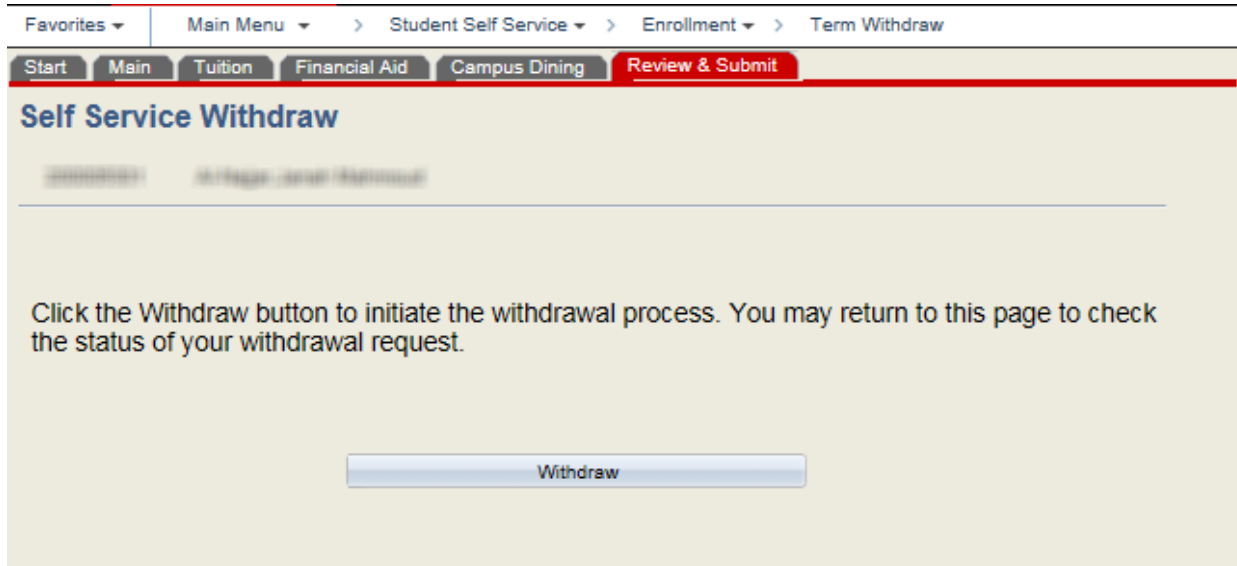
Our records indicate that you are a student athlete. Before your withdrawal can be processed, Academic Support Programs for Student Athletes must Approve the request.

Acknowledge

Next >>

Withdrawal Button

After acknowledging all relevant informational pages the student can click withdrawal.



The screenshot shows a web interface for NC State University. At the top, there is a navigation bar with links: Favorites, Main Menu, Student Self Service, Enrollment, and Term Withdraw. Below this is a secondary navigation bar with buttons: Start, Main, Tuition, Financial Aid, Campus Dining, and Review & Submit. The main content area is titled "Self Service Withdraw" and contains a paragraph of text: "Click the Withdraw button to initiate the withdrawal process. You may return to this page to check the status of your withdrawal request." At the bottom of the content area is a button labeled "Withdraw".

Navigation: Favorites | Main Menu > Student Self Service > Enrollment > Term Withdraw

Buttons: Start | Main | Tuition | Financial Aid | Campus Dining | **Review & Submit**

Self Service Withdraw

Click the Withdraw button to initiate the withdrawal process. You may return to this page to check the status of your withdrawal request.

[Withdraw](#)

Withdrawal Status and Review

Students can return to the Term Withdrawal page and see the status of the request and review the submission.

Favorites ▾ | Main Menu ▾ > Student Self Service ▾ > Enrollment ▾ > Term Withdraw

Start

Self Service Withdraw

Students wishing to drop all courses for a term are required to withdraw from the university for that term and may be required to submit a readmission application and pay a readmission fee in order to return. To initiate a withdrawal request, select the Withdrawal Term below.

The effective date of your withdrawal will be the date you click the WITHDRAW button at the end of the online process. Once started, you will need to provide an explanation of the circumstances that resulted in your need to withdraw and you will be informed of potential financial impacts related to your withdrawal.

Additional details can be found at [REG 02.05.04](#)

Withdrawal Term

To view the status or continue a current application for withdrawal, please select the term below.

Description	Withdrawal Status	Academic Career	View
1 2016 Summer Term 2	Complete (No Approval Needed)	Undergrad	View