IMPORTANT: This process can only be accessed after the add/drop period for the term you’re requesting up to and including the course withdrawal deadline and is for CREDIT COURSES ONLY. Students enrolled in non-credit Continuing Education Classes can NOT use this process.

Students receiving Veterans assistance must see someone in the Veterans Department prior to withdrawal.

Students in the NJ Stars Program must see the NJ Stars Coordinator prior to withdrawal.

Student Athletes and EOF Students should see someone from those departments prior to withdrawal.

PLEASE NOTE: Your withdrawal request(s) will be forwarded to your instructor(s). Once s/he completes your withdrawal, your request will be forwarded to Registration and Records and your WebAdvisor account will be updated to reflect your "W" grade. Afterwards, you will receive an email informing you that the instructor(s) have completed the process. Print or save this email for your records. The official withdrawal date will be retroactive to the date and time you initially submitted your request.

Instructions

1. Login to Ocean Connect

2. Click on the link to Web Advisor → Once the page opens up, under the section titled Registration, select Request Withdrawal (diagram 1.1).

   ![Diagram 1.1]

   - Register/Drop Sections
   - Search for Sections
   - Request Withdrawal

3. Request screen - Only those courses eligible for withdrawal at this time will be seen. Students wishing to withdraw from lab science courses must withdraw from both the LECTURE and LAB.

   Check the course section(s) to withdraw and click SUBMIT (diagram 2.1).

   ![Diagram 2.1]
4. **Confirm Screen** – Review this information carefully and make sure that the correct course(s) were selected. Check the **Confirm Withdrawal** box and click **SUBMIT** (diagram 3.1).

![Diagram 3.1](image)

Note: If you close the process window without checking the CONFIRM WITHDRAWAL box and/or clicking the final SUBMIT button, your request will be CANCELLED.

5. **Confirmation Screen** - Please print the confirmation screen for your records (diagram 4.1).

![Diagram 4.1](image)

6. You will receive 2 confirmation emails; one indicating that you have started the withdrawal process and it has been forwarded to your instructor(s) and another one after the instructor(s) has completed the process that will confirm your withdrawal(s). The official withdrawal date will be retroactive to the date and time you submitted your request.