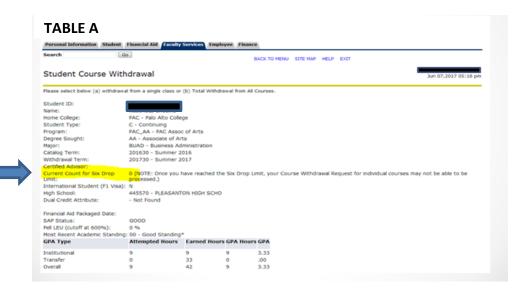


Student Withdrawal Process

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.





St. Philip's College

Student Withdrawal Process

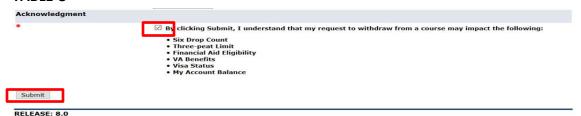
9. Under **Action** (see Table B) click on course you want to drop for a single class withdrawal or click on Total Withdrawal from all courses for Institutional Withdrawal. If the withdrawal deadline has past, the "Withdraw No Grade" option will not be available. You will see "past drop deadline" or "none".

TABLE B

CRN S	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
10004	KINE	1306	007	First Aid	3	Palo Alto College	Bustamante, Anna	06/08/2017		Withdraw No Grade
10728	MUSI	1306	008	Music Appreciation	3	Palo Alto College	Marmolejo, Armin T.	06/08/2017		Withdraw No Grade
13520	KINE	1108	001	Walking I	1	Palo Alto College	Lowe, Alexis L.	06/08/2017		Withdraw No Grade

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

TABLE C



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

Course Withdrawal Form



The withdrawal request has been received. We encourage you to discuss this request with your instructor or your Certified Advisor, if you have not already done so. Your instructor has up to 2 business days to review and finalize your request.

Select Courses for Withdrawal - Term: Summer 2017												
CRN	Subject	Course #	Section	Course	Title	Credit Hours	Campus	Instructor	Census	Date	Grade	Action
10347	MATH	1314	012	College	Algebra	3	St. Philip's College	Odell, Lucy	06/08/2	2017		Withdraw - No Grade
* An asterisk in the Course # column indicates this class does not count toward the Six Drop Limit.												

RELEASE: 8.0

- 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.