If students would like to withdraw from their class(es) due to the impact of COVID-19, either directly or indirectly, they can now do so through Self-Services. They simply need to follow the steps below and make sure they indicate that the reason they are dropping is due to COVID-19. **Students have until the last day of the term to drop.** Here are the steps student must follow:

Go to your schedule and click drop on course.

You will see a confirmation of what you’re planning to drop and a drop reason selection will pop up, the update button will not illuminate until you select a reason.
Two reasons will be given as options. Make sure you select “COVID-19 Related” if you are dropping for COVID-19 direct or indirect reasons.
Once an option is selected, you can update. A “W” will be initially appear on your record but our system will automatically change your “W” to an “EW”.

All withdrawals related to COVID-19 will result in an EW and a refund issued. Unlike a “W” and “EW” will not be used for determining progress or in the GPA calculation by the campus. This may not be true for Financial Aid, so please see your financial aid advisor.