Drop/Add and Withdrawal

Courses may only be dropped or added during the official drop/add period at the beginning of each semester. The specific dates can be found on the Academic Calendar. The drop/add period is the window available for students to edit their schedules online during the first week of classes. Courses dropped during this period are removed from a student's class schedule and are subject to a refund. Courses that are "dropped" do not appear on a student's official academic record or transcript.

After the initial drop/add period closes, students cannot add courses online and must officially withdraw from a class by the withdrawal deadline. Withdrawn courses remain on a class schedule and appear on a transcript with a grade of W, WP, or WF. Withdrawn courses are NOT subject to a refund.

Course Withdrawal Instructions

(Refer to Academic Calendar for withdrawal dates for each session)

During the W - Grade Withdrawal Period:

Students may withdraw online through their Portal Self-Service Registration account. Under Registration - Add/Drop Courses, select "Web Withdraw" in the Action drop down for the class. Then, click Submit.

Complete Withdrawal

Refer to Academic Calendar for withdrawal dates for each session)

To withdraw from the University, send a detailed email request from your UNA email account to registrar@una.edu requesting a complete withdrawal. If not received by the deadline, approval from the department chair and Dean will be required.