NEW PROCEDURES FOR DROPPING A COURSE(S)
(Must remain enrolled in at least one course for the semester.)

1. Visit with your instructor and/or advisor to see if dropping the course will affect your time to degree.
   a. If you drop your course without consulting your instructor or advisor, you take full responsibility for any delay in your degree progression.
2. If you are a student athlete, you must contact Amanda Nimetz located in McCullough Hall Room 114 (Office of Tutoring and Academic Support Programs) so she can clear your hold for the drop.
3. If you are an international student, you must contact the Global Education Office currently located in Hardin South Room 211, so that a Designated School Official (DSO) can clear your hold for the drop.
4. Login to WebWorld, through the MSU Portal, to your registration page and drop the course online.
   a. If you have holds preventing you from accessing the registration page in WebWorld, you must contact the department for the hold and ask that it be temporarily cleared for you to drop.
   b. If dropping this course causes your course load for the semester to be less than 12 hours, it may affect your insurance coverage, scholarship(s), athletic eligibility, financial aid, and VA benefits.
5. Students who are affected by the state 6-drop rule will receive an email the following day asking for a submission of a drop reason. If you receive an email such as this, please respond promptly with this state requirement. (This will begin after census when grades of W are being assigned.)

It is your responsibility to ensure that the course drop fully went through on the system.

OFFICIAL WITHDRAWAL PROCEDURES: If you are dropping all of your courses for the semester, contact the Student Rights and Responsibilities Office in the Clark Student Center, Room 108.