Introduction

This Withdrawal Request process was created in response to COVID-19 to provide students and advisors with additional flexibility during the remainder of the Easter 2020 Semester. Below are relevant revised dates and deadlines for the Easter 2020 Semester.

- Wednesday, April 30
  - Last Day to Withdraw from a Course with a Grade of W
  - Last Day to Declare a Minor or Certificate of Curricular Study for Enrolled Seniors Graduating this Semester

- Thursday, May 1
  - Withdrawal Period with Grade of WF Begins

- Wednesday, May 6
  - Withdrawal Period with Grade of WF Ends

- Sunday, May 10
  - Final Grades for the Easter Semester Available at 4:30 P.M. to Graduating Seniors Who Have Completed Course Evaluations

- Tuesday, September 1
  - Last Day to Declare Pass/Fail Grading Option for Easter 2020 Courses

Step 1

Contact your advisor to discuss your withdrawal and to retrieve the new, unique Advisee PIN which has been generated for this withdrawal request process. As always, the purpose of the advising pin is to ensure the opportunity for a conversation about changes to your registration. Please note: this PIN is different from the PIN that will be used for the Advent 2020 Semester registration period.

Step 2

Log on to Banner Self-Service via http://registrar.sewanee.edu/go/banner-web/
Step 3

Select the Student Services tab.

Step 4

Select “Registration” in the Student Services menu.
Step 5

In the Registration menu, click “Registration” again.

Step 6

Select “Easter Semester—2020” from the drop-down menu and click “Submit.”
Step 7

Enter the new Advising PIN provided by your advisor. **Note: the Advising PIN is case-sensitive.**

Step 8

Find the course you wish to withdraw from and select “Withdrawal Request” from the drop-down menu in the “Action” column.
Step 9

Once you have selected “Withdrawal Request” for all the courses you wish to withdraw from, click “Submit Changes” at the bottom of the page. Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Step 9

The resulting page will indicate “Withdrawal Request” along with the date your request was submitted for the courses where you have requested withdrawal.

Step 10

Someone from our offices will review your request within two business days. If our staff finds an issue with your request upon review, we will reach out to you to discuss your request. Otherwise, your request will be processed.
Step 11

Once your request is processed, the course will appear in Banner Self-Service as “Course withdrawal with W” as illustrated below. You are welcome to check the status of your request at any time through Banner Self-Service.

▲ Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Course Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered on Oct 3, 2019</td>
<td>None</td>
<td>45663</td>
<td>ECON</td>
<td>101</td>
<td>Undergraduate</td>
<td>4.000</td>
<td>Standard</td>
<td>Letter</td>
</tr>
<tr>
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<td>ITAL</td>
<td>104</td>
<td>Undergraduate</td>
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<td>EDUC</td>
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<td>Undergraduate</td>
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<td>Letter</td>
</tr>
<tr>
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<td>EDUC</td>
<td>201</td>
<td>Undergraduate</td>
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<tr>
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<td>322</td>
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<td>4.000</td>
<td>Standard</td>
<td>Letter</td>
</tr>
</tbody>
</table>

Total Credit Hours: 10.000
Billing Hours: 10.000
Minimum Hours: 12.000
Maximum Hours: 16.000
Date: Mar 23, 2020 01:42 pm