



COURSE WEB WITHDRAWAL INSTRUCTIONS

Directions on web withdrawing from an individual class at Georgia Southern:

Beginning Fall Semester 2009

Log into your MyGeorgiaSouthern Account

Click WINGS under Service Group

Click STUDENT RECORDS

Click REGISTRATION

Click *NEW* WITHDRAW FROM A CLASS

Review the statement that appears on the screen and visit the Limited Withdrawal Policy website. Once you have done this, click "I Have Read and Acknowledge these Terms" if you plan to proceed with the withdrawal from your class. Click "I Do Not Want to Withdraw. Cancel" to remain in your class.

If you choose to continue with the withdrawal process, review your Total Withdrawal Count and the number of Withdrawal Remaining before withdrawing from your class.

To withdraw from the class, click the button under the heading "Withdraw from Class". This button will be located beside your course.

Be sure to review the course you are withdrawing from and the grade you will receive before clicking "YES, Withdraw from Class."

Once the course withdrawal is processed, print a copy of the confirmation page for your records.



Directions on web withdrawing from all courses at Georgia Southern for the current term:

Go to the following website and submit an online Voluntary Cancellation/Withdrawal form:

<https://www.sta.georgiasouthern.edu/Axiom/Login.aspx?SourceID=31>

Once you have submitted this form, contact the Dean of Students Office to confirm your withdrawal and to discuss how this withdrawal will impact your five (5) maximum withdrawal

count from Georgia Southern University. Call 912-478-3326 or stop by the Dean of Students Office at the Russell Union Building, Room 2022.

Be sure to print a copy of the VCWD form for your records.

*Directions on web withdrawing from **all courses** at Georgia Southern for a **future term**:*

Go to the following website and submit an online Voluntary Cancellation/Withdrawal form:

<https://www.sta.georgiasouthern.edu/Axiom/Login.aspx?SourceID=31>

Once you have submitted this form, you will not need to make any further contact. Your classes for the term you selected will be deleted from your future term's schedule. If you have any questions or need assistance, contact the Office of the Registrar at 912-478-0717.

Be sure to print a copy of the VCWD form for your records.