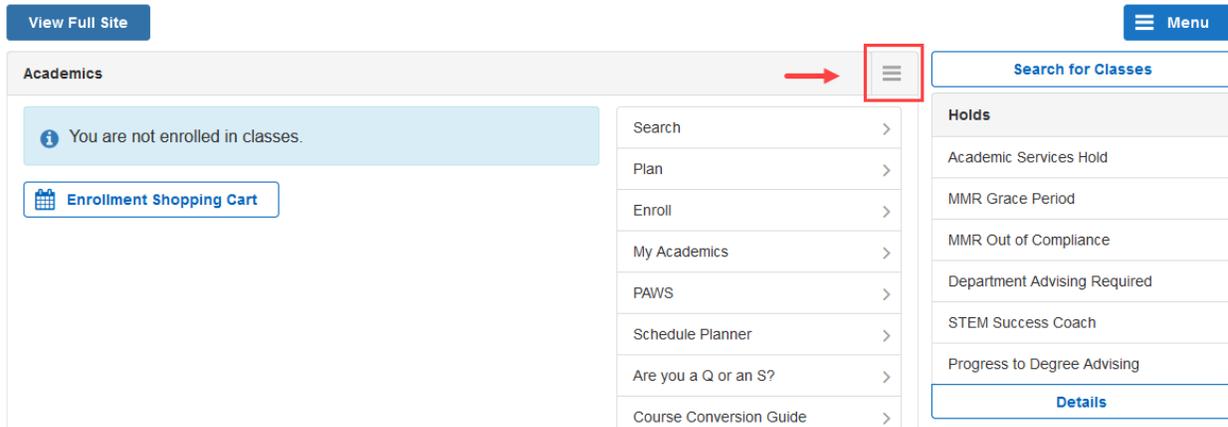
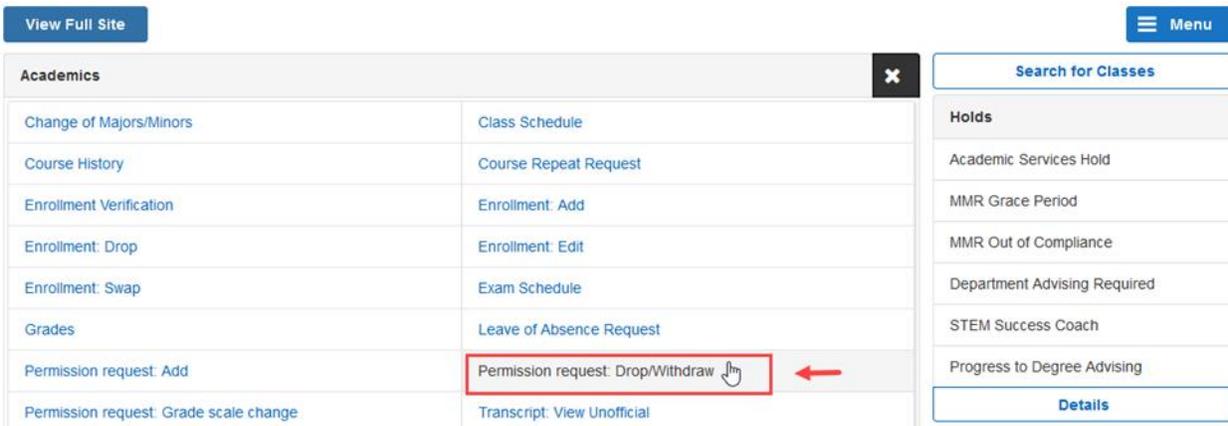


How to Submit a Request to Drop after Census

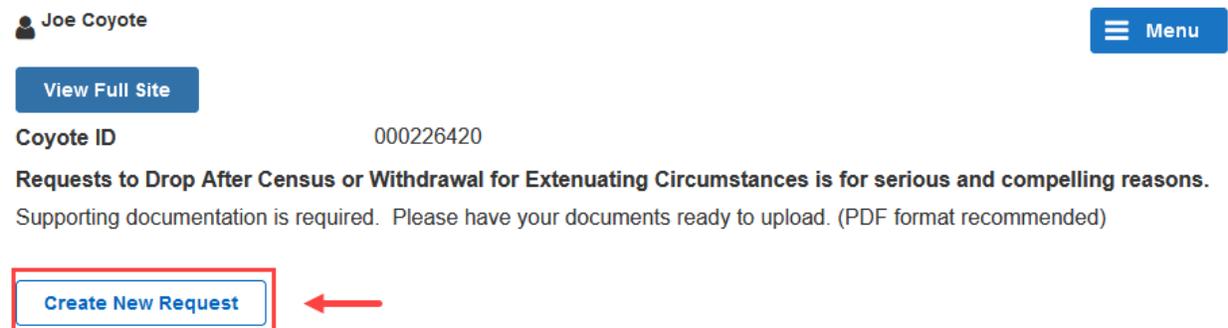
1. Log in to the Student Center in myCoyote and select the hamburger icon



2. Select "Permission Request to Drop/Withdraw"



3. Select "Create new request"



4. Select "Permission to Drop After Census..."

Select

↑

Permission to Drop After Census is for serious and compelling reasons.

For both Graduate and Undergraduate Students.

- **Applies to the current term and is requested through the 12th week of classes.**
- **Justified by circumstances outside of the student's control** (e.g. illness or accidents preventing regular attendance; child care or work schedule changes).
- **Supporting documentation is required (PDF format).**
- **Is reviewed by the Instructor, Dept Chair and College Dean of the class(es).**

5. Select the course(s) to drop or select "withdraw from all" for all courses, then click Next

[View Full Site](#)

Select the box for the class(es) from the list below or select "Withdraw From All" to select all classes.

Please Note:

- Only classes available to be withdrawn can be selected.
- Pending and withdrawn classes cannot be selected.
- SWAP cannot be done through this process. Return to **Permission to Add** to request a swap.
- Undergraduates ONLY: Classes that will exceed the maximum withdrawal limit (18 Sem/28 Qtr units) cannot be selected. Refer to the CSUSB catalog under [Academic Regulations and Standards - Withdrawing From Classes](#) for more information.

Coyote ID

Spring 2022

Pending = Request Is Pending Approval
Max Limit = Exceeds Withdrawal Limits

Withdraw From All ←

ACCT 2110-05
LEC (40787)
MoWe 9:00AM - 10:15AM
Jack Brown Hall 111

Select

←

Pending
 Max Limit

PSYC 1101-60
LEC (40298)
TBA
ONLINE

Select

←

Pending
 Max Limit

→

Next

6. Read and select the acknowledgement, then click Next

Acknowledgements

Check here to acknowledge ←

Drop or Withdrawal After Census
You are initiating a drop after census or a withdrawal for extenuating circumstances.
If approved, a grade of W (withdrawal) will be assigned.

→ **Next**

7. Type your reason for requesting the withdrawal in the Justification box, upload any documentation that supports your justification by selecting "Add", then click "Submit"

Note: Please use PDF format for uploads

You are requesting to drop after Census.
Justification and supporting documentation are required. (PDF format recommended)

Coyote ID

Term

Spring 2022

Drop After Census - Course(s) Selected

ACCT 2110-05
LEC (40787)
MoWe 9:00AM - 10:15AM
Jack Brown Hall 111
PSYC 1101-60
LEC (40298)
TBA
ONLINE

NO SWAP REQUESTS

If you are looking to swap sections of a class, you must use the **Permission to Add** process. Please **CANCEL this request** and continue through the **Permission to Add** process.

Justification

Type justification here ←

Attach Supporting Documentation

FILE NAME	ADD	VIEW	DELETE
click to upload documentation	Add ←	View	Delete

→ **Submit**

8. The following message will appear once the request is submitted

Your Request Has Been Submitted.

Permission to Drop After Census.

Please allow a minimum of 3-5 business days for processing. You may return to the **Permission Request** summary page from your Student Center to view the status of this request. Additionally, an email notification to your CSUSB email account will be sent once the results of this request are available. Questions or further assistance can be emailed to registrationhelp@csusb.edu.

NOTE: It is YOUR responsibility to cancel this request if you are no longer needing permission to be dropped. You may only "Cancel" this request while it is in "Pendng" status. If you do not cancel and the request is approved and you are dropped, a grade of W (withdrawal) will be assigned. Return to the Permission Request Summary page to cancel.

9. To check the status of a request that was submitted, repeat the first two steps this guide – the status will either show as pending, approved, or denied

Requests to Drop After Census or Withdrawal for Extenuating Circumstances is for serious and compelling reasons. Supporting documentation is required. Please have your documents ready to upload. (PDF format recommended)

[Create New Request](#)

Prior/Existing Requests

[View Request](#)

Pending
Drop after Census

ACCT 2110-05 LEC (40787)	MoWe 9:00AM - 10:15AM Jack Brown Hall 111
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[View Request](#)

Pending ←

Drop after Census

PSYC 1101-60 LEC (40298)	TBA ONLINE
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Term Spring 2022

Seq # 1

Submitted On 04/07/2022 1:37:25PM

« FIRST < PREVIOUS 1 OF 1 NEXT > LAST »