Dropping or Withdrawing from Classes

CSU Registration

Dropping or Withdrawing from a class:
- If you need to drop a course during the course drop window, use the steps in the Dropping a Class section.
- If it is after the drop period for the course, you will have to perform a course withdrawal (prior to the term’s withdrawal deadline) and can use the steps in the Withdraw from a Class section.

Dropping or Withdrawing from all classes:
- **Before the term begins:** You can go into the Registration system and initiate a drop from all courses on your record. Please note, this option is only available before the term has started. See the Dropping from all Classes (before the term begins) section.
- **On or after the first day of classes for Fall or Spring:** You will have to complete a Semester Withdrawal. Semester Withdrawal refers to a student withdrawing from all classes for a given term, starting the first day of the term and on or before the last day of classes (before Final Exams week). Semester Withdrawals can be initiated in RAMweb. More information is available on the Office of the Registrar website under the Semester Withdrawal (Withdrawing from all classes) heading.
- **On or after the first day of classes for Summer:** There are no Semester Withdrawals during the Summer term. Refer to the Dropping or Withdraw from a Class sections of this guide.

**Dropping a Class:**
1. **Confirm if the course is still in its drop window.**
   a. Click on the “Schedule Details” on your Registration page. The drop and withdrawal deadlines will be displayed for each course.

2. **Change the Action of the course to “Drop on web”**
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a. Please note, you will have to change the status of any co-requisites or corresponding lecture/lab/recitation sections that are also connected to the course you’re dropping.

b. If you don’t see the Drop on Web option, this course is likely outside of its drop window. You will either see “None” or “Withdraw on Web” as the options.

3. Click Submit to Drop this course.
   a. Save Successful – the dropped course will display in a light grey with a Status of “Deleted”. Click Submit a final time to remove this course from your course summary area.

4. Complete the process again if you wish to drop another course within the drop window. You can drop multiple classes at once.
   a. Please note: If a Fall or Spring term has begun, you will not be able to drop all of your classes. Instead, you can drop from as many classes as you’re able, and then submit a Semester Withdrawal on RAMweb. Tuition and fees may be assessed on the remaining courses depending on the timing of when you’re submitting your Semester Withdrawal.

Withdraw from a Class:
1. Confirm if the course is still in its course withdrawal window.
   a. Click on the “Schedule Details” on your Registration page. The drop and withdrawal deadlines will be displayed for each course.
2. Change the Action of the course to “Withdraw From Course on web”

a. Please note, you will have to change the status of any co-requisites or corresponding lecture/lab/recitation sections that are also connected to the course you’re dropping.

b. If you don’t see the Withdraw From Course on web option, this course is likely outside of its course withdrawal window. You will see “None” as the only option.

5. Click Submit to Withdraw from this course.

a. Save Successful – the withdrawn course will display a Status of “Withdrawn” with a green background.
6. Complete the process again if you wish to withdraw from another course within the course’s withdrawal window. You can withdraw from multiple classes at once.
   a. Please note: If a Fall or Spring term has begun, you will not be able to withdraw from all of your classes via the registration system. Instead, you can drop from as many classes as you’re able (if any courses are still in the drop window), and then submit a Semester Withdrawal on RAMweb. Tuition and fees may be assessed on the remaining courses depending on the timing of when you’re submitting your Semester Withdrawal.

Dropping all classes (before the term begins):
Note before proceeding: dropping all courses for a Fall or Spring term can only be done before the term begins. If the term has already begun, refer to the Drop a Class or Withdrawing from a Class sections to drop or withdraw from individual courses, or to no longer be registered for any courses for the term, submit a Semester Withdrawal on RAMweb. Refer to the Office of the Registrar website under the Semester Withdrawal (Withdrawing from all classes) heading for more information.

1. On the Registration page, you will see all registered and waitlisted courses in the bottom right course Summary section.

2. **Change the Action** of all courses (both registered and waitlisted) to “Drop on web”
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3. **Click Submit** to drop all of the courses.
   a. **Save Successful** – the dropped courses will display in a light grey with a Status of “Deleted”. Click **Submit** a final time to remove these courses from your course summary area.

4. Once your Summary is blank, a message of “No registered or pending classes” will be listed.

**Still need assistance?**
- Contact the Registrar’s Office at RegistrarsOffice@Colostate.edu or 970-491-4860