## WALSH UNIVERSITY Dropping a course After Drop with Refund Deadline \*This guide is intended to help students drop a course AFTER the Drop with a Refund Deadline has passed. Please refer to the Academic Calendar to view important dates regarding Registration. 1. Log in to the MyWalsh Student Portal CAVALIER CENTER Click on Cav Center in the top right corner • Click on Walsh E-Forms tile Faculty & Adjuncts Staff S Cav Center 📃 ECN 🔤 E-mail 📲 Office 365 🚯 Log In Q Search... Walsh E-Forms **Class Schedule** Α Us ..... 2. Select the Forms Tab 3. Under Forms, scroll to and click ST - Request to Drop a Course etrieve | CENTRAL Forms ST - Request for Change of Primar... Forms ST - Request for Course Override ST - Request to Add a Course Forms > ST - Request to Add an Acadeum ... > ₽ Drafts ST - University Withdrawal ST- Request to Add a Rize (LCMC) . 4. Select the Semester and Course you wish to drop from the dropdown menus The courses you are currently registered for

will automatically load into the E-Form dropdown menus

For Office Use Only		
\$10 Add/Drop Fee will be assessed for ALL changes efund.	in registration processed after	the last day to drop with
lect Semester		
all 2024		
eurse Selection	Course CRN	Credits
0014 MBA 621 D - Sustainable Ethical Leadership	10014	3
ase Evolain		

## Dropping a course After Drop with Refund Deadline Continued 5. Click Submit at the bottom of the form born born be request Submit Attachments Download Print 6. Monitor your Walsh E-Mail for status updates

- The Request to Drop a Course will route to your Academic Advisor for approval and the Office of the Registrar.
- You will receive e-mail notifications when the form has been submitted, reviewed, and processed.

If you have any registration errors, please submit an <u>E-Form</u> or reach out to the Office of the Registrar at <u>Registrar@walsh.edu</u> or call 330.490.7367.

