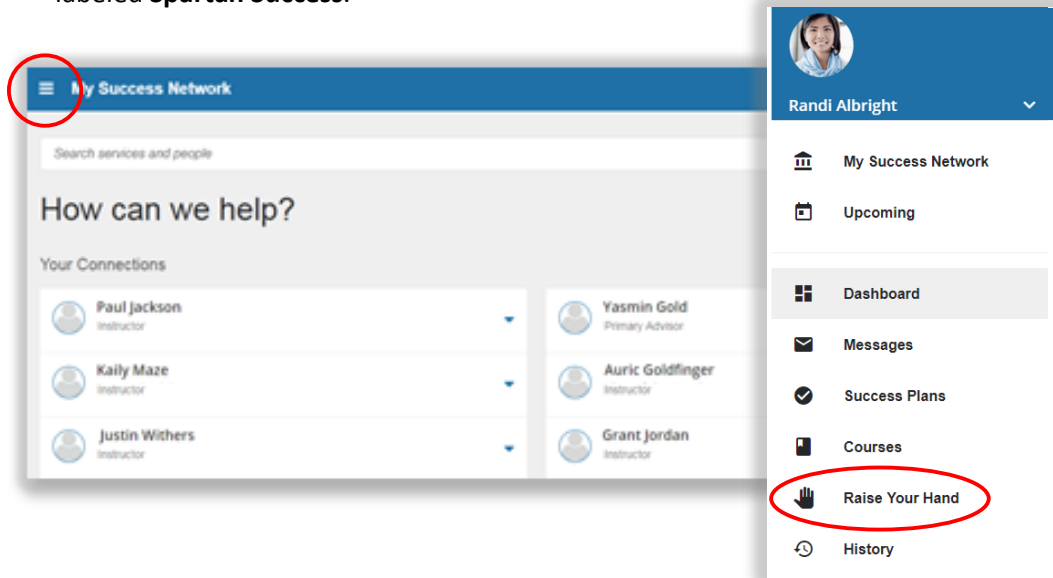


# How to Withdraw from a Course

**NOTE: The Records Office will not process your withdrawal until you have completed the steps below, which includes connecting with your academic advisor.**

1. Access Spartan Success Network (SSN) by logging in to **MyYCP** and clicking on the green star icon labeled **Spartan Success**.



2. Open the menu by clicking on the **three horizontal bars** in the top left corner. Then click on the **Raise Your Hand** channel.

3. Open the “Type” drop-down menu and select **I’m Thinking about Withdrawing from a Course**. Then select the **Course** from which you’d like to withdraw. Feel free to include Details for your professor and academic advisor.

4. Click on the **Submit** button. If you’re thinking about withdrawing from multiple courses (but not from the College as a whole), repeat these steps as needed. **NOTE: This does not complete the withdraw process—see below for next steps.**

5. Connect with **other key people** on campus to ensure that withdrawing is the best option:

Point of Contact	Topics to Address
Course professor	Your status in the class, how to improve, available resources, etc.
Academic advisor	Options and important considerations regarding your credit ratio, credit load, and progression toward your degree
Financial Aid Office	If withdrawing will result in a semester schedule of <12 credits
Records Office	If withdrawing is the best decision, complete a Records and Registrar’s Office Change Form