



## Steps to Complete Withdrawal Request Form in ACES

1. Log in to ACES
2. Click on STUDENT tab
3. Click Web Services
4. Click Student
5. Click Registration
6. Scroll and Click on Course Withdrawal / You are now on the Course Withdrawal Form
7. Please review your Student information
8. Note: Students are limited to a total of six (6) college level course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code.

Table A: If **Current Count for Six Drop Limit** is 6 (see yellow highlight below), you will be able to submit Course Withdrawal Form, but the withdrawal request will not be automatically processed. After careful review by the college, if the drop can't be processed, an email notification will be sent to you through your Alamo ACES email account. Notifications will not be sent to your Canvas Inbox.

**TABLE A**

Personal Information Student Financial Aid Faculty Services Employee Finance

Search [Go] BACK TO MENU SITE MAP HELP EXIT

Student Course Withdrawal Jun 07, 2017 05:16 pm

Please select below (a) withdrawal from a single class or (b) Total Withdrawal from All Courses.

Student ID: 900037213  
 Name: Resendiz, Enequina  
 Home College: PAC - Palo Alto College  
 Student Type: C - Continuing  
 Program: PAC\_AA - PAC Assoc of Arts  
 Degree Sought: AA - Associate of Arts  
 Major: BUAD - Business Administration  
 Catalog Term: 201630 - Summer 2016  
 Withdrawal Term: 201730 - Summer 2017

**Certified Advisor:**  
**Current Count for Six Drop Limit:** 0 (NOTE: Once you have reached the Six Drop Limit, your Course Withdrawal Request for individual courses may not be able to be processed.)

International Student (F1 Visa): N  
 High School: 445570 - PLEASANTON HGH SCHO  
 Dual Credit Attribute: - Not Found

Financial Aid Packaged Date:  
 SAP Status: GOOD  
 Pell LEU (cutoff at 600%): 0 %  
 Most Recent Academic Standing: 00 - Good Standing\*

GPA Type	Attempted Hours	Earned Hours	GPA Hours	GPA
Institutional	9	9	9	3.33
Transfer	0	33	0	.00
Overall	9	42	9	3.33





9. Under **Action** (see Table B) click on course you want to drop for a single class withdrawal or click on Total Withdrawal from all courses for Institutional Withdrawal. If the withdrawal deadline has past, the “Withdraw No Grade” option will not be available. You will see “past drop deadline” or “none”.

**TABLE B**

Registered Courses - Term: Summer 2017										
CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
10004	KINE	1306	007	First Aid	3	Palo Alto College	Bustamante, Anna	06/08/2017		Withdraw No Grade
10728	MUSI	1306	008	Music Appreciation	3	Palo Alto College	Marmolejo, Armin T.	06/08/2017		Withdraw No Grade
13520	KINE	1108	001	Walking 1	1	Palo Alto College	Lowe, Alexis L.	06/08/2017		Withdraw No Grade

\* An asterisk in the Course # column indicates this class does not count toward the Six Drop Limit.

Total Withdrawal from All Courses

10. Ensure all questions are answered throughout the form and complete the **Acknowledgment** (see Table C) to proceed and submit the request.

**TABLE C**

**Acknowledgment**

By clicking Submit, I understand that my request to withdraw from a course may impact the following:

- Six Drop Count
- Three-peat Limit
- Financial Aid Eligibility
- VA Benefits
- Visa Status
- My Account Balance

RELEASE: 8.0

11. After you click Submit, a note appears (see red box) that indicates the Withdrawal request has been received.

Course Withdrawal Form

Jun 08, 2017 10:41 am

✓ The withdrawal request has been received. We encourage you to discuss this request with your instructor or your Certified Advisor, if you have not already done so. Your instructor has up to 2 business days to review and finalize your request.

Select Courses for Withdrawal - Term: Summer 2017										
CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
10347	MATH	1314	012	College Algebra	3	St. Philip's College	Odell, Lucy	06/08/2017		Withdraw - No Grade

\* An asterisk in the Course # column indicates this class does not count toward the Six Drop Limit.

RELEASE: 8.0

12. Check you Alamo ACES email for notifications. Students receive emails for the following reasons:
- Upon submittal of request.
  - After Withdrawal request has been completed.
  - If request can't be processed; for example 6 drop limit.
  - If request is cancelled by Faculty or Certified Advisor, confirmation is sent to you.
  - Request from Faculty or Advisor if they need you to contact them.