



Official Withdrawal from the University

Refer to the Registrar's Office website at www.uark.edu/registrar for the Official Withdrawal policy.

Official Withdrawal Request

1. Open ISIS to your **Student Center**

The screenshot shows the 'Isis's Student Center' interface. Under the 'Academics' group, the 'Enrollment' section contains several links: 'My Class Schedule', 'Add a Class', 'Drop a Class', and 'Official Withdrawal Request' (which is highlighted with a red box). Below this is the 'Academic History' section with a 'Grades' link. At the bottom left, there is a search box with the text 'other academic...' and a dropdown arrow. To the right, there are 'Deadlines' and 'URL' icons. A 'This Week's Schedule' table is also visible.

This Week's Schedule		
	Class	Schedule
	ENGL 1013-001 LEC (3332)	MoWeFr 7:30AM - 8:20AM Kimpel Hall Classroom 0308
	GEOL 1113-004 LEC (5208)	MoWeFr 10:30AM - 11:20AM Ozark Hall Auditorium 0025

At the bottom right of the table area, there is a link for 'weekly schedule' with a right-pointing arrow.

2. Click the [Official Withdrawal Request](#) link in the **Academics** group box.
3. Click the term link from which you wish to withdraw. In the example below we use, [Spring 2008 All Sessions](#)

The screenshot shows the 'Isis Test' withdrawal form. It contains the following text: 'Withdrawal may result in required repayment of some financial aid. If you have questions, please contact the Student Accounts Office at 479-575-5651.' Below this is a prompt: 'Please select the term and session from which you would like to withdraw. LAW STUDENTS must consult with their Academic Dean prior to withdrawing.' A dropdown menu is shown with the selected option 'Spring 2008, All Sessions'. Below the dropdown is a link: 'Please click here for more information regarding the University withdrawal policy.' At the bottom, there is a navigation bar with links: 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit'. At the very bottom, there is a 'go to ...' search box with a dropdown arrow and a right-pointing arrow.



4. Click **Begin withdrawal process** to begin the withdrawal process.

Isis Test

Completed classes will remain on your record.

You will be withdrawn from the following term for all classes that have not been completed:

Spring 2008, All Sessions

Begin withdrawal process

5. You will be asked to participate in a questionnaire. You may choose to complete the questionnaire or to withdraw without completing the questionnaire.

Following is a short questionnaire regarding your decision to withdraw from the university. Please take a few minutes to provide us with your valuable feedback.

Continue to Questionnaire (7 questions)

Withdraw without completing the questionnaire



5.1 If you choose the questionnaire, these are the questions you will see.

Isis Test

What are the most important factors in your decision to withdraw from the University of Arkansas?

1. Academic (select all that apply)

Difficulty in courses Quality of instruction Other

Academic advising Academic support services

2. Financial (select all that apply)

Lost scholarship Did not receive aid on time Other

Could not afford to buy books Did not receive aid

Family financial difficulty Working too much

3. Personal (select all that apply)

Roommate problems Medical problems Other

Living arrangements INS problems

Homesickness Family crisis

Judicial problems Psychological problems

4. How many hours did you work per week while you where enrolled? (select one)

5. What activities have you been involved with since enrolling at the University of Arkansas? (select all that apply)

Registered student organization Greek life Athletics

Residence hall programming Intramural sports Band

Acad club or honor society Academic support services Other

6. What are your plans for next year? (select all that all apply)

Unknown Transfer (2-year institution)

Return to UA next semester Transfer (4-year institution)

Return to UA next academic year Work

Comments

7. Would you like to receive re-admission information from the University of Arkansas?

Contact Information:

Email Address

Telephone

Address Line 1

Address Line 2

City State Postal Code



6. Click **Withdraw** to continue the withdrawal process. A confirmation dialog box appears.

You are about to withdraw from Spring 2008, All Sessions. Are you sure you want to continue? (22001,34)

Yes **No**

7. Click **Yes** to complete the withdrawal process. A confirmation notice appears.

You have been successfully withdrawn (22001,1000)

OK **Cancel**

8. Click **OK** to continue.

9. Click [View My Grades](#) to verify that your request to withdraw was processed.

Isis Test

You have been successfully withdrawn from the following term:

Spring 2008, All Sessions

To confirm that you have been withdrawn, [View My Grades](#)

EmpID: 010464945 **Academic Career:** Undergrad

[Please click here for more information regarding the University withdrawal policy.](#) [Select a Different Term/Career/Session](#)