# PROCEDURES FOR DROPPING A COURSE(S)
**(Must remain enrolled in <u>at least one</u> course for the semester.)**

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**LAST DAY FOR "W"**
- See the semester's <u>Schedule of Classes</u> website and click on the Information Section for the academic calendar and refund dates.

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1. Visit with your instructor and/or advisor to see if dropping the course will affect your time to degree.
   a. If you drop your course without consulting your instructor or advisor, you take full responsibility for any delay in your degree progression.
2. <u>Student athletes</u>: You must contact the Athletics Office located in D.L. Ligon Coliseum, Room 134 so someone can clear your hold for the drop.
3. If you are an <u>international student</u>, you must contact the Global Education Office by emailing <u>dso@msutexas.edu</u>, so that a Designated School Official (DSO) can clear your hold for the drop. (GEO is physically located in Bridwell Hall, Room 107.)
4. **Login to WebWorld**, through the <u>MSU Portal</u>, to your registration page and **drop the course online**.
   a. If you have holds preventing you from accessing the registration page in WebWorld, you must contact the department for the hold and ask that it be temporarily cleared for you to drop.
   b. If dropping this course causes your course load for the semester to be <u>less than 12 hours</u>, it may affect your insurance coverage, scholarship(s), athletic eligibility, financial aid, and VA benefits.
5. Students who are affected by the state 6-drop rule will receive an email the following day asking for a submission of a drop reason. If you receive an email such as this, please respond promptly with this state requirement. (This will begin after census when grades of W are being assigned.)

**It is your responsibility to ensure that the course drop fully went through on the system.**

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**OFFICIAL WITHDRAWAL PROCEDURES:** If you are dropping <u>all</u> of your courses for the semester, contact the Student Rights and Responsibilities Office in the Clark Student Center, Room 108 or call (940) 397-7500.