

HOW TO WITHDRAW FROM COURSES IN LoLA

STEP-BY-STEP INSTRUCTIONS

- 1 Log into LoLA
- 2 Locate Self Service Banner Block
- 3 Select Student
- 4 Locate Academic Links Block
- 5 Select Registration
- 6 Select Register for Classes
- 7 Select Term in the Search by Term Field
- 8 Locate Summary Section
- 9 Locate the course(s) you want to drop or withdraw from
- 10 Select Drop down arrow for Action column and select the action you want to perform
- 11 Click Submit (lower right hand corner)

*****Before withdrawing from a course, careful thought should be given to the reasons for withdrawing and possible consequences. Course withdrawals can have a negative impact on both your progress toward graduation and eligibility for financial aid. Withdrawal from courses should be used infrequently and considered an action of last resort.*****

FAQ

What is the difference between dropping and withdrawing?

A course can only be “dropped” during the official drop/add period at the beginning of each semester or part of term. The drop/add period is the window available to edit a schedule prior to it becoming official. Dropped courses are removed from the student’s class schedule and will not appear on transcripts.

After the initial drop/add period has passed, students must officially “withdraw” from a class by the withdrawal deadlines. (The withdrawal deadlines may be found on the Academic Calendar on the school’s website.) Unlike dropped courses, withdrawn courses remain on your class schedule and will appear on your transcript with a letter grade of “W”.

How long does it take to confirm my withdrawal?

Upon withdrawing from a course, you will see an instant confirmation of your withdrawal.

Is there a refund associated with a drop or withdrawal?

If you drop a course during the drop/add period you may be entitled to a refund, please contact Student Accounts at studentaccounts@solacc.edu if you have any questions or concerns about refunds.

A refund period may be available during the term for withdrawals. The refund periods can be found on the Academic Calendar. If no refund period exists or the refund period has passed, your withdrawal will be processed without a refund to your account.

What can happen if I withdraw?

Course withdrawals can have a negative impact on both your progress toward graduation and eligibility for financial aid. Withdrawal from courses should be used infrequently and considered an action of last resort.

There is no drop down box under the Action heading?

This means that you cannot withdraw from a course at this time; either the process has not started yet or the deadline has passed.