



### WITHDRAWAL FROM A COURSE

A student may officially withdraw from a class without penalty prior to the date posted in the current academic calendar. When such a withdrawal is processed officially and filed with the Office of the Registrar, a grade of “W” will be entered on the student’s transcript. If the student stops attending class or fails to file the Request Drop Form on time, a failing grade may be given. All students applying for or receiving any form of financial aid must report any withdrawals to the Financial Aid Office as their current or future eligibility may be affected. Withdrawal forms are available in the registrar’s office, Building 39, Room A-12.

### TOTAL WITHDRAWAL PROCEDURES

Students may use one of the following options to effect a total withdrawal (withdrawing from all classes for which they are enrolled) from the University up to and including the last day of class (prior to the beginning of the final examination period):

1. Submit the Total Withdrawal Form to the Office of the University Registrar (Building 39, Room A-12).
2. Submit the Total Withdrawal Form online ([Web4Students.udc.edu](http://web4students.udc.edu)).

Withdrawals do not affect the cumulative GPA but will affect academic suspension/dismissal. All students applying for or receiving any form of financial aid must report any withdrawals to their financial aid officer, as their current and future eligibility may be affected.

**DETERMINING THE WITHDRAWAL DATE:** The withdrawal date is defined as the date that the Total Withdrawal Form is submitted to the Office of the Registrar or online.

The University does not assess a total withdrawal fee.

**A STUDENT WHO TOTALLY WITHDRAWS FROM THE UNIVERSITY MUST APPLY FOR READMISSION TO THE UNIVERSITY.**

### STUDENT IDENTIFICATION CARDS

Student identification cards are issued in the Office of Public Safety, Building 39, Room C-04.

### GRADES

Grades are available online only. To access your grades go to [web4students.udc.edu](http://web4students.udc.edu).

### COMMUNITY COLLEGE AND UNIVERSITY CROSS REGISTRATION

Special permission from appropriate academic dean is necessary for CC students to take courses in the University and, conversely, for University students to take courses offered in the CC.

### APPLICATION FOR GRADUATION

Students who expect to complete their academic degree requirements during the current semester should submit an Application for Graduation to the Office of the Registrar on or before the deadline indicated in the academic calendar and pay the required \$125 commencement fee in the cashier’s office. However, the submission of an application does not guarantee graduation. Only those students who have met “all” academic requirements and who have satisfied “all” financial obligations will be cleared for graduation. In the event that a student does not complete graduation requirements in the designated term, a new Application for Graduation must be submitted for the term when all requirements have been met; no additional fee is required. Students are strongly encouraged to meet with their academic advisor each semester to ensure that academic requirements are being met for the degree objective pursued and that they are on target for graduation.

### FINANCIAL AID WEB4STUDENTS

You are able to check your financial aid status online via <http://web4students.udc.edu>. You must have your student ID number and UDC-issued PIN (not federal PIN) in order to access your account. Once logged in to the Office of Financial Aid (OFA) component of Web4students, you will be able to view:

- Award status
- Documents received by OFA
- Outstanding Forms/Documents needed by OFA to complete file
- Satisfactory Academic Progress status

### FOR REGISTRATION:

Students will be able to print the award billing statement. This feature is listed as “Account Summary and Pay by Credit Card” under Student Records. Once registered, this printout will indicate your current charges and your current financial aid offer. If your financial aid and/or other sources of funding cover your charges, you may take the printout to the Student ID area in order to obtain your student ID card. **No need to stand in the financial aid line! If you are eligible for financial aid and funds have not posted, report to the Office of Financial Aid.**

**Web4Students (Financial Aid) currently provides:**

**Financial Aid Summary** link will provide you with a snapshot view of your financial aid. It will also allow you to click on corresponding links to view more detailed information for each item.

**Accept Awards:** This function is currently unavailable.

**Award Information by Year** provides students with a per-semester view of awards offered for the current academic year.

**Award History** provides a historical list of all funding received for each academic year.

**Student Requirements** indicates documents that have been received for the current academic year. Outstanding documents are also indicated. You may go to [udc.edu/fa/fa\\_docs.htm](http://udc.edu/fa/fa_docs.htm) in order to secure forms to submit to the OFA.

**Cost of Attendance** provides an estimate of your cost for the academic year. This figure is used to determine your financial aid and does not reflect what you are expected to pay the University.

**Academic Progress** shows your academic status for financial aid eligibility. Continued financial aid eligibility is based on maintaining satisfactory academic progress.

**Application and Information** links to financial aid and other resources.

**Institution Financial Aid Opportunities** provides information about various financial aid programs.

**Email Office of Financial Aid** enables you to contact OFA via email.

**Select Award Year** allows selection of a specific year for viewing.

**Avoid the lines...Enjoy the flexibility of online access!**

### ACADEMIC GOOD STANDING FOR ALL FINANCIAL AID APPLICANTS & RECIPIENTS

#### 1. Students Who Have Applied for and/or Received Aid

Students who have applied for financial aid but have not received a response for a valid Student Aid Report (SAR) should come to the Financial Aid Office to check their status. Failure to do so will cause your classes to be dropped for nonpayment if you have not made other arrangements with Student Accounts to pay your bill. All students who have received an award letter should review their bill to make sure that the financial aid on the financial statement agrees with the amount on the award letter. After registration, notify your financial aid counselor of any discrepancies. If you have your award letter, you do not need to contact the Financial Aid Office during the registration period.