

# WITHDRAWING FROM A CLASS DURING THE TERM

*You must use a PC and Internet Explorer – not Microsoft Edge  
Kiosks and assistance are available in Records Office.*

*Students are responsible for initiating their own drop forms. Students receiving aid should check with Financial Aid and/or Sponsors to understand the consequences of withdrawing from a class before taking these steps. Proper submission will be acknowledged by a “Thank You” after a few seconds.*

This information (1, 2, 3, 4, 5) below must be accurate or you will not be able to submit the drop form!

1	<b>Your RCC student email address</b>  For the username tu0682837, the email address is	<a href="mailto:username@st.robeson.edu">username@st.robeson.edu</a>  <a href="mailto:tu0682837@st.robeson.edu">tu0682837@st.robeson.edu</a>	My RCC student email address:
2	The correct reference for your course	Samples ENG 111    MN2 AHR 133    D1 CIS 110    O3	My Course reference/name:  LOG INTO MOODLE TO COLLECT INFORMATION YOU NEED.
3	Your instructor’s RCC email address	zlastname@robeson.edu	My instructor’s RCC email:
4	Your student ID number (not your SS#)	<b>Click on the WebAdvisor tab.</b> Then select MY PROFILE from the menu on the left. For this sample student: 0682837	My Student/College ID
5	The academic year will be	<input type="text" value="17"/> <input type="text" value="18"/>	

For the drop form, navigate to: <http://robeson.edu/current-students/registration/> or from the main page at [www.robeson.edu](http://www.robeson.edu), click on “Current Students” and then “Registration”.

Click on “**Course Drop Form.**” Complete the form by entering only your student email address and the required information in the red boxes. Red boxes not visible with every browser. **Do NOT volunteer last date attended or**

<p><b>Best advice, provide required information ONLY!</b></p> <p>Name: Last, first                  Date (today)                  ID#  <b>RCC email</b> - required, but is not in red box                  Semester                  Year example : 2017-18                  Course Number and Section Number                  ENG 111                      D1                  Course title, instructor email                  Type your name as a “signature” and approve</p>
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<p><b>Your Moodle account is a great one-stop resource to find the information you need to complete this form.</b></p>
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