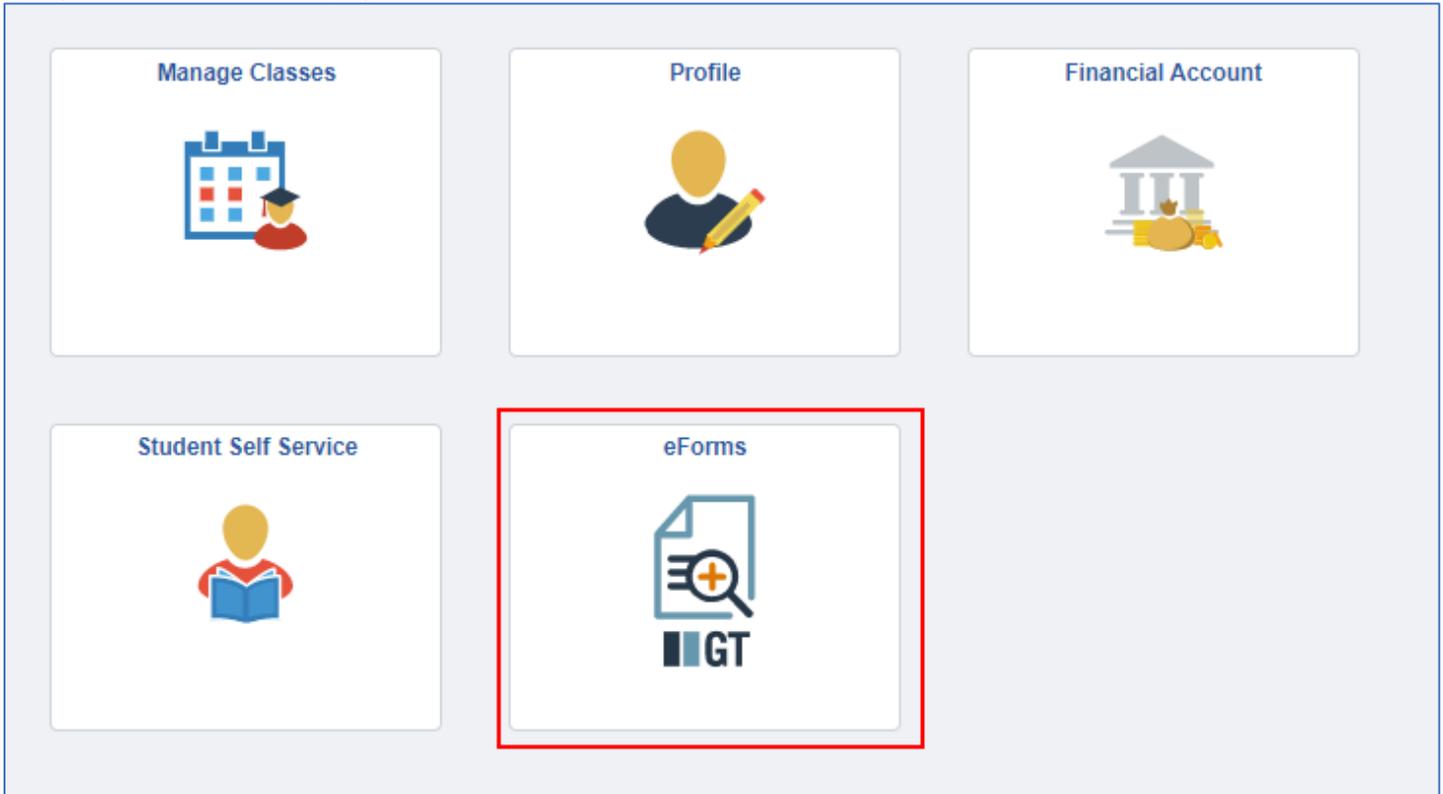


Cancellation/Withdrawal eForm Process

Form Submission (Student)

Navigation: Student Homepage > eForms > Cancel/Withdraw to Zero Credit



1- Select your Academic Institution. This will then pull up the Withdrawal Information for you to review. Click 'Next' at the bottom of the page.

Cancellation/Withdrawal to Zero Credits

*Academic Institution

Williston State College

Academic Information:
Campus Connection does not allow you to drop your last or only class.

Completing this form is a request to cancel enrollment and withdraw to zero credits. Failure to initiate the withdrawal process may result in failing grades and possible financial obligations. Courses withdrawn after the last day to drop will be recorded with a "W".

Tuition and Fees Information:
Refunds for withdrawals are prorated based on the length of a course and the date of withdrawal. The term withdrawal refund schedule is available on the Williston State College website.

If registered in a variable length course that has concluded and/or have been graded at the time of withdrawal, you may drop your remaining courses on Campus Connection until the last day of withdrawal.

Financial Aid Information:
Financial aid recipients may have all or a portion of their financial aid returned based on the date of withdrawal which could result in a balance owed to the College. The withdrawal may affect future credit hours attempted.

2-The form will populate with some prefilled information. You have the option to update address information if needed. Answer the additional student information questions.

Update a Withdrawal : Withdrawal to Zero Credits - p2

An asterick [*] denotes required fields.

Student Information

Student Name Last Name, First name	Student ID/Empl ID STUDENT ID
*Mailing Address <input type="text"/>	*Phone Number <input type="text"/>
*City <input type="text"/>	Email Address LoadTest@NDUS.edu
*State/Province <input type="text"/>	
*Zip/Postal Code <input type="text"/>	

Address information will populate and a student can update if they choose. Information will not update to Campus Connection.

Additional Student Information

Are you enrolled in collaborative courses? No

Are you receiving Military or Veteran's educational benefits? No

Are you currently a student athlete? No

Have you lived in campus housing during the term you are withdrawing from? No

3- Enter the Withdrawal request details. The institution will prepopulate from your selection after initiating the form.

Withdrawal Request Details

*Cancel/Withdraw from which institution? Williston State College ▾

*Cancel/Withdraw from which term? ▾

*Withdrawal Career ▾

*Do you plan to return to this institution? Yes ▾

If yes, when? ▾

4-Please indicate the reasons for withdrawing from the institution. You can also attach any needed documentation.

Cancellation/Withdrawal Reason

Please identify the reason (s) for cancelling/withdrawing at this time. (check all that apply)

Briefly explain your selected reason(s) for withdrawal in the text box below. If you prefer not to explain your selection, please type 'N/A' in the space below.

Academic <input type="radio"/> No	Financial <input type="radio"/> No
Personal, family <input type="radio"/> No	Illness/Medical <input type="radio"/> No
Moving or transferring to a new location <input type="radio"/> No	Job Conflict <input type="radio"/> No
Other (Please specify below) <input type="radio"/> No	Decided to attend a different college or university <input type="radio"/> No

Explanation:

File Attachments

Please attach any corresponding documentation, if necessary, that may be needed for your Cancellation/Withdrawal to be processed.

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

Comments

5-You can either **'Save'** a form for future updating or **'Submit'** to be processed. Previous will take you back to the first page where you can review the request.

Comments

Previous
Save
Submit

5-After the form is submitted, you will get a results screen indicating successful submission of the form. You will also get a notification that the form has been submitted.

SUBMITTED: NDUS Withdrawal Form - Form ID: 100440

donotreply@ndus.edu
To: Narveson, Sara

Reply
Reply All
Forward
...

Thu 9/2/2021 9:25 AM

Hello,

Thank you for your submission. To view your request, please click [here](#). If you have any questions, please contact your ND University System campus.

Thank you

Comments:

You can also view a form's Approval Route' by clicking the Approval Route button.

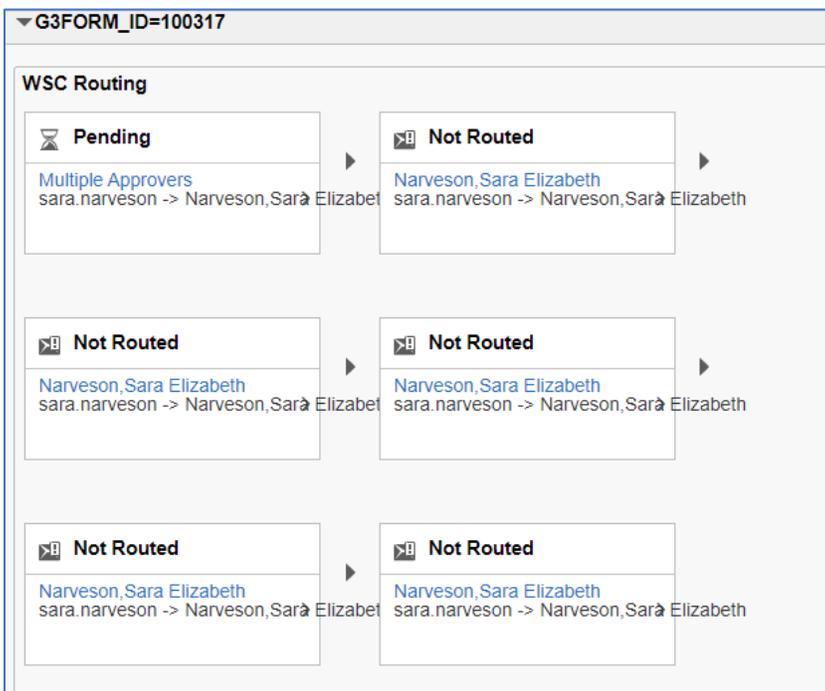
+ Add a Withdrawal : Withdrawal to Zero Credits - Results
Form ID 100317

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers. Refresh

View Approval Route

Transaction / Signature Log						
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	09/02/2021 8:35:51AM	Initiated	iambad.test	Test userid for Crystal H.	Submit	

Action Item Log			
	Acknowledgement	Description	Time Stamp
1	Yes	I have read and understand the information outlined on the preceding page of this form; I accept all academic and financial consequences resulting from this withdrawal. I understand I will forfeit the grades from any courses that have not been completed and that I am subject to charges and refunds according to State Board of Higher Education policy.	09/02/21 8:35:47.000000AM



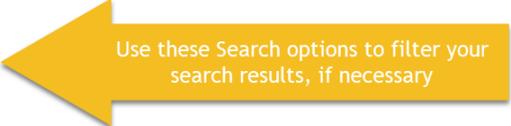
Updating a previously saved form (Student)

Students can save a form to go back and complete later, to access the form at:
Student Homepage > eForms > Update a NDUS eForm.

1-Clicking **Search** will bring up all forms that are in the user's queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/> <input type="button" value="Q"/>
Form Status	is Equal To	<input type="text"/>
Student Name	Begins With	<input type="text"/>
Student ID/Empl ID	Begins With	<input type="text"/>



2-You can select the form you wish to update. On this page you can either choose to Save again, Withdraw the form, or Submit for processing.

▶ **Comments**
