

How to Withdraw From a Class in Banner 9

Class Withdrawal from the Landing Page

Select “Class Withdrawal.”



Hello ASAP Test,

Student Records & Registration

- Student Profile
- Personal Information
- Registration
- Student Course Schedule
- Scheduler Builder
- View Grades
- Apply to Graduate
- Enrollment Verification
- Degree Evaluation
- View Unofficial Transcript
- Official Transcript: Order or Check Status of Request
- Change of Program Request
- Class Withdrawal ←

Action Column

Under the Action column select “Withdraw from Course.”

Please select a class to withdraw from.

Student ID N01013129	Degree Sought AS - Associate in Science
Name Robles, Manuel	Major BUS1 - Business Administration
Student Type N - New First Time	Catalog Term 202610 - Fall 2025
Program BUS5-AS - BUS-Business Administration-AS	Withdrawal Term 202610 - Fall 2025

Registered Classes

CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
12945	ENG	101	01A	Composition I		NCC Main	Alonso, Claudia	09/22/2025		Withdraw From Course
10905	MAT	002	01	Introductory Algebr		NCC Main	Sandoval, Ricardo	09/22/2025		Withdraw From Course

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Per Page 5
Records Found: 2
Use page control to display more courses, if needed

Course Withdrawal Form

Select a reason for withdrawing from the course, write any comments you might have, accept acknowledgement and then click “Submit.”

Please enter in withdrawal Form:

- Select a reason for withdrawing from the course.
- Write any comments you might have and last date you attended class
- Accept Acknowledgement
- Click Submit

Course Withdrawal Form

Please complete the requested information below.

Student ID: N21013139
 Name: Robbins, Manuel
 Withdrawal Term: 202410 - Fall 2025

CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade
10305	MAT	002	01	Introductory Algebra		NCC Main	Sandoval, Ricardo	9/22/2025	

Questions

Reason for Withdrawing: Cannot complete requirements

Comments:
 Maximum 250 characters. Characters Remaining: 250

Acknowledgement

I understand that withdrawing from classes can impact my Financial Aid, VA Benefits, Financial Responsibility, and other status.

Buttons: Cancel, Submit Withdrawal

Confirmation

A confirmation message will appear.

A quick confirmation message will appear, and the page will be refreshed to displaying your open withdrawal requests with their status.

Student Withdrawal

Please select a class to withdraw from.

Student ID: N01013139
Name: Robbins, Manuel
Student Type: N - New First Time
Program: BUS1-AS - BUS-Business Administration-AS

Degree Sought: AS - Associate in Science
Major: BUS1 - Business Administration
Catalog Term: 202410 - Fall 2025
Withdrawal Term: 202410 - Fall 2025

In Process Withdrawals

CRN	Student Submit Date	CERC Advisor Name	CERC Advisor Submit Date	Faculty Name	Faculty Submit Date	Status	Cancel Request
10005	2024-02-05T18:28:57Z			Sandoval, Ricardo		COMCRT	Cancel Withdrawal

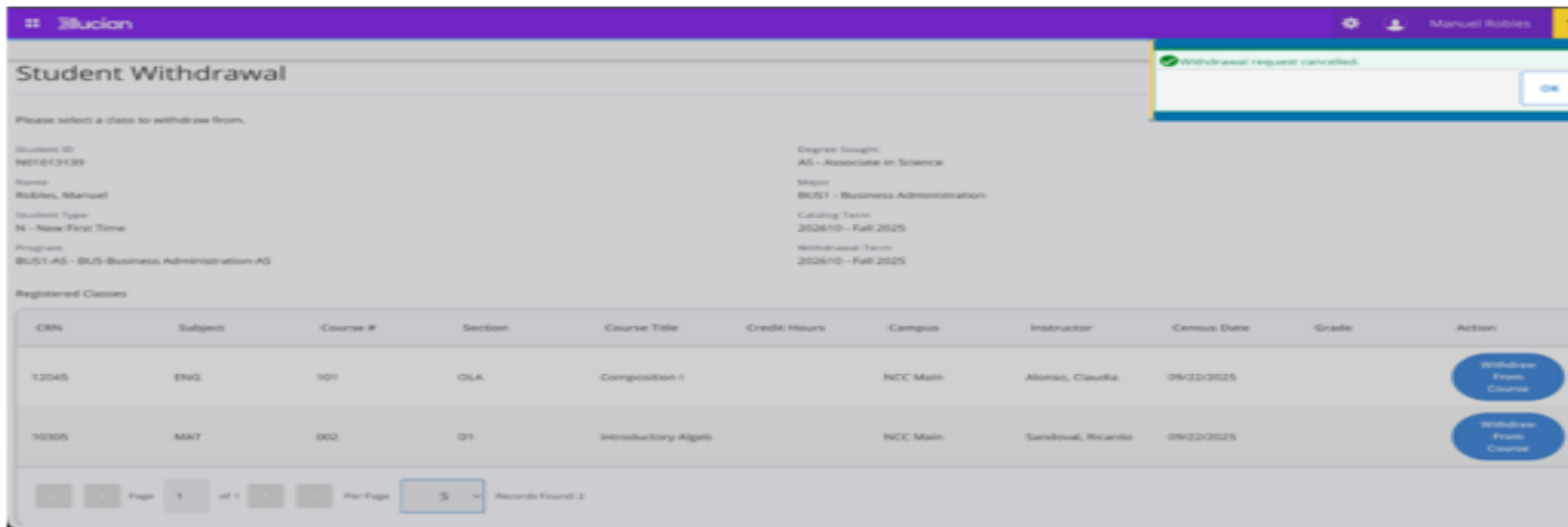
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How to Cancel a Withdrawal Request

Select Class Withdrawal from your landing page, click the blue button “Cancel Withdrawal button” and then a confirmation message will appear.

Canceling a Withdrawal Request

- Begin with selecting **CLASS WITHDRAWAL** from your Landing page
- The **In-Process Withdrawals** will display, click the **Cancel Withdrawal** button
- A quick confirmation message will appear and the page will be refreshed



The screenshot displays the 'Student Withdrawal' interface. At the top, a notification banner states 'Withdrawal request cancelled.' with an 'OK' button. Below this, the page prompts the user to 'Please select a class to withdraw from.' and provides student details:

- Student ID: N01013139
- Name: Robbie, Manuel
- Student Type: N - New First Time
- Program: BUS1-AS - BUS-Business Administration AS
- Degree Sought: AS - Associate in Science
- Major: BUS1 - Business Administration
- Catalog Term: 202610 - Fall 2025
- Withdrawal Term: 202610 - Fall 2025

The 'Registered Classes' table is shown below:

CRN	Subject	Course #	Section	Course Title	Credit Hours	Campus	Instructor	Census Date	Grade	Action
12045	ENG	101	01A	Composition I		NCC Main	Alonso, Claudia	09/22/2025		Withdraw From Course
10305	MAT	002	01	Introductory Algebra		NCC Main	Sandoval, Ricardo	09/22/2025		Withdraw From Course

At the bottom, there is a pagination control showing 'Page 1 of 1' and 'Records Found: 2'.