



Division of
Academic Affairs
**Office of
the Registrar**

Course Withdrawal - Summer First Year Programs

Instructions:

This form is to be used by students requesting to withdraw from a First Class Academy or NTID College Course Kick Off class. To be accepted, this form must have the student's signature.

For guidance on filling this form out, please see Page 2.

**General
Information**

University ID Number: _____ Term: 2208 Date: _____

Name: _____
Last First Middle

Academic Program: UNDE Academic Plan: CCK-NON / FCA-NON

**Course
Information**

A grade of "W" will be assigned if the course withdrawal is accepted. Grades of "W" are maintained as part of the student's permanent academic record, but do not affect GPA or hours earned. Withdrawing from a course will not change your enrollment status (e.g. full-time to part-time)

| Class No. | Subject | Catalog | Section | Course Title | Grade |
|-----------|---------|---------|---------|--------------|----------|
| _____ | _____ | _____ | _____ | _____ | <u>W</u> |

| Example: | | | | | |
|--------------|-------------|------------|-----------|-------------------------------|----------|
| Class No. | Subject | Catalog | Section | Course Title | Grade |
| <u>12345</u> | <u>XMPL</u> | <u>150</u> | <u>01</u> | <u>Project-Based Calculus</u> | <u>W</u> |

**Student
Signature**

Sign: _____ Date: _____

**Registrar's
Office Use Only**

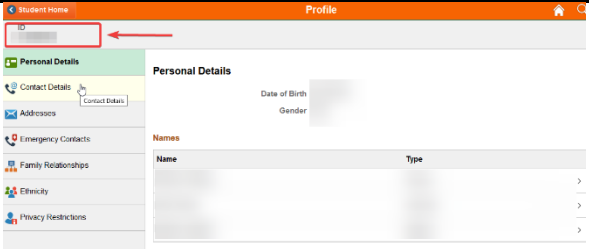
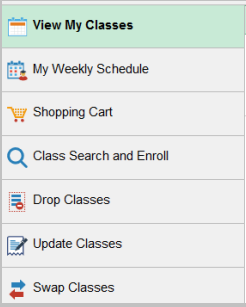
REG - Course
Withdrawal

Date Received: ___/___/___ Date Processed: ___/___/___ Processed By: _____

Distribution: Please keep a copy for your records. Send signed PDF to registrar@rit.edu

How to Withdraw from a Summer Program Course

Students are able to withdraw from a Summer Program Course (First Class Academy of College Course Kickoff) until August 6, 2021. Below is a guide on where to find key information needed to fill out this form.

| How to find your University ID number (UID) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|-----------------------------|--------------------------------|-------------------------|----------------|--|--|--|--|--|--|--|---------------------------------------|--|--|--------|-------|---------------|-------|------------------|-------------------------|----------|------|-----------------------|--|--------------------------------|--|-------|-----------------|----------------|------|--|--|-------------------------|---|-----------------------------|--|
| 1 | Log in to SIS http://sis.rit.edu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 10px; margin-right: 10px; text-align: center;"> <p style="font-size: 8px; margin: 0;">Personal Information</p> </div> <div style="font-size: 24px; font-weight: bold; margin-right: 10px;">Click</div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> <p>Your UID can be found along the top of this page:</p> </div> <div style="flex: 2;">  </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How to find your class information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Log in to SIS http://sis.rit.edu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 10px; margin-right: 10px; text-align: center;"> <p style="font-size: 8px; margin: 0;">Enroll & Search</p> </div> <div style="font-size: 24px; font-weight: bold; margin-right: 10px;">Click</div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Your current enrollment will be visible on View My Classes tab along the left. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>You can find the class number, subject, catalog, and title on this page:</p> <div style="display: flex;"> <div style="flex: 1; border-right: 1px solid #ccc; padding-right: 5px;">  </div> <div style="flex: 2; padding-left: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th colspan="2"></th> <th style="text-align: left;">By Class</th> <th style="text-align: left;">By Date</th> <th style="text-align: left;">View Textbooks</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td colspan="3"> 2 3 Show Enro 5 Classes <input type="checkbox"/> Show Waitlisted Classes <input type="checkbox"/> Show Dropped Classes </td> </tr> <tr style="border: 2px solid red;"> <td colspan="2"></td> <td colspan="3" style="border: 2px solid red;">SOFA 517 T Fundamentals for Dig Media</td> </tr> <tr style="background-color: #f2f2f2;"> <th>Status</th> <th>Units</th> <th>Grading Basis</th> <th>Grade</th> <th>Academic Program</th> <th>Requirement Designation</th> </tr> <tr> <td>Enrolled</td> <td>3.00</td> <td>Standard Letter Grade</td> <td></td> <td>UGRD Computing & Info Sciences</td> <td></td> </tr> <tr style="background-color: #f2f2f2;"> <th>Class</th> <th>Start/End Dates</th> <th>Days and Times</th> <th colspan="2">Room</th> </tr> <tr> <td>Laboratory 1 4</td> <td>08/24/2020 - 12/07/2020</td> <td>Days: Thursday Times: 2:00PM to 4:50PM</td> <td colspan="2">Frank E. Gannett (GAN)-1212</td> </tr> </tbody> </table> </div> </div> <p>1: Class number 2: Subject 3: Catalog 4: Section 5: Title</p> | | | By Class | By Date | View Textbooks | | | 2 3 Show Enro 5 Classes <input type="checkbox"/> Show Waitlisted Classes <input type="checkbox"/> Show Dropped Classes | | | | | SOFA 517 T Fundamentals for Dig Media | | | Status | Units | Grading Basis | Grade | Academic Program | Requirement Designation | Enrolled | 3.00 | Standard Letter Grade | | UGRD Computing & Info Sciences | | Class | Start/End Dates | Days and Times | Room | | Laboratory 1 4 | 08/24/2020 - 12/07/2020 | Days: Thursday Times: 2:00PM to 4:50PM | Frank E. Gannett (GAN)-1212 | |
| | | By Class | By Date | View Textbooks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | SOFA 517 T Fundamentals for Dig Media | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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