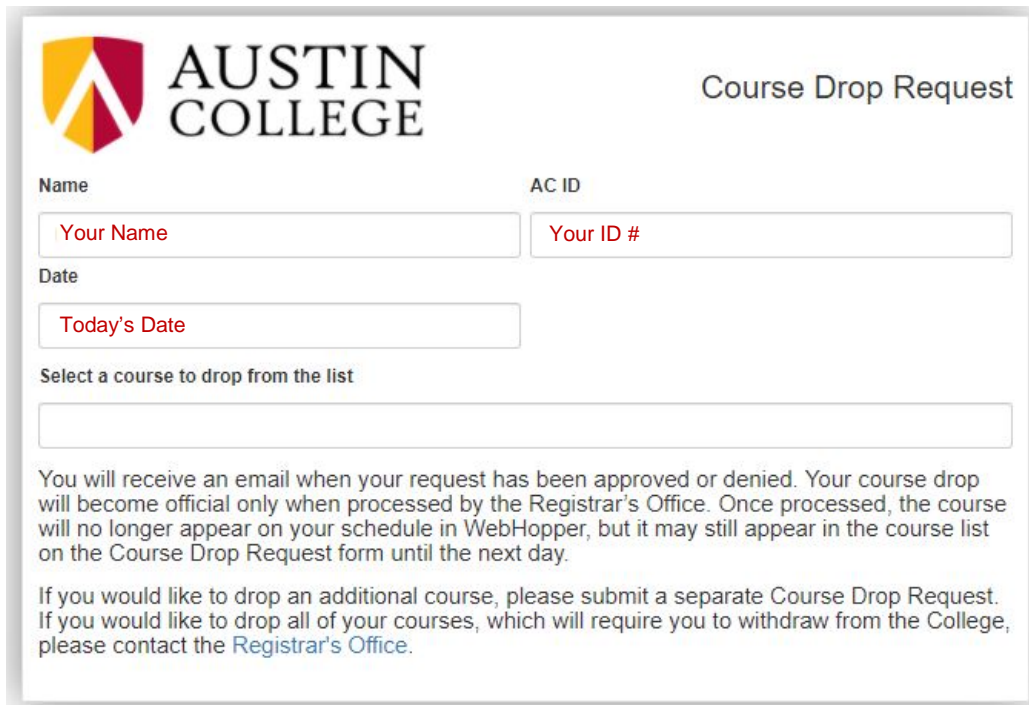



Course Drop Request Instructions for Students

- 1) To submit a Course Drop Request, visit <https://etcentral.austincollege.edu/#/form/60>. Log in using your normal AC user name and password. If you receive a "Federation Consent" message when you log in, click "yes."
- 2) Your name, AC ID, and the date will automatically appear on the form, and your courses will appear in a dropdown list below the date (see screen shots below).



 **AUSTIN
COLLEGE** Course Drop Request

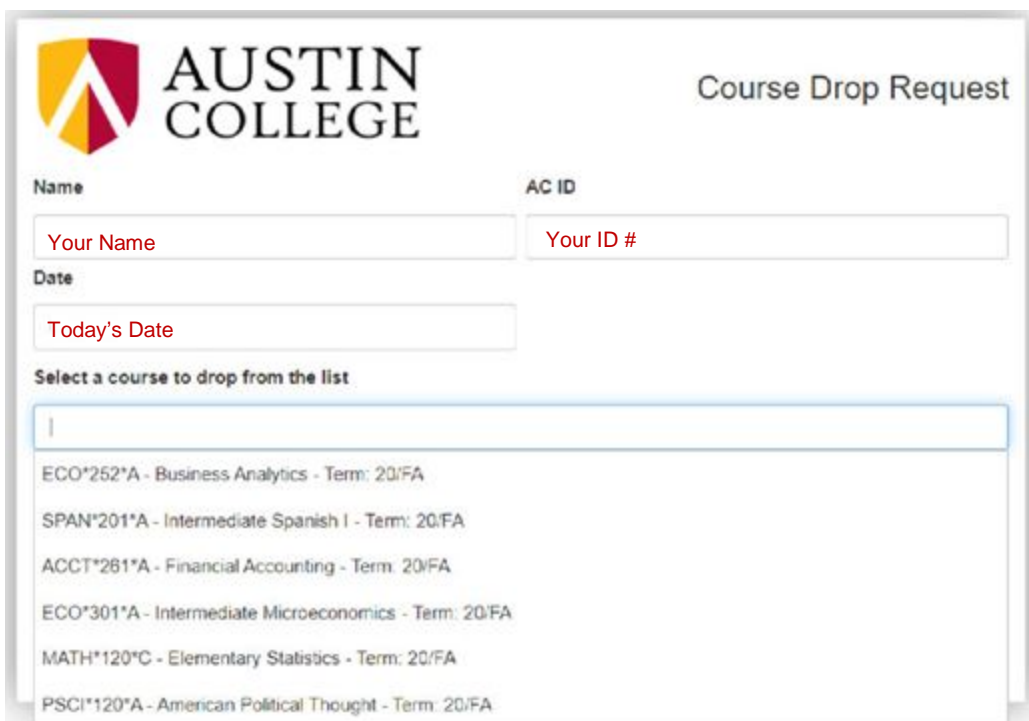
Name AC ID


Date

Select a course to drop from the list

You will receive an email when your request has been approved or denied. Your course drop will become official only when processed by the Registrar's Office. Once processed, the course will no longer appear on your schedule in WebHopper, but it may still appear in the course list on the Course Drop Request form until the next day.

If you would like to drop an additional course, please submit a separate Course Drop Request. If you would like to drop all of your courses, which will require you to withdraw from the College, please contact the [Registrar's Office](#).



 **AUSTIN
COLLEGE** Course Drop Request

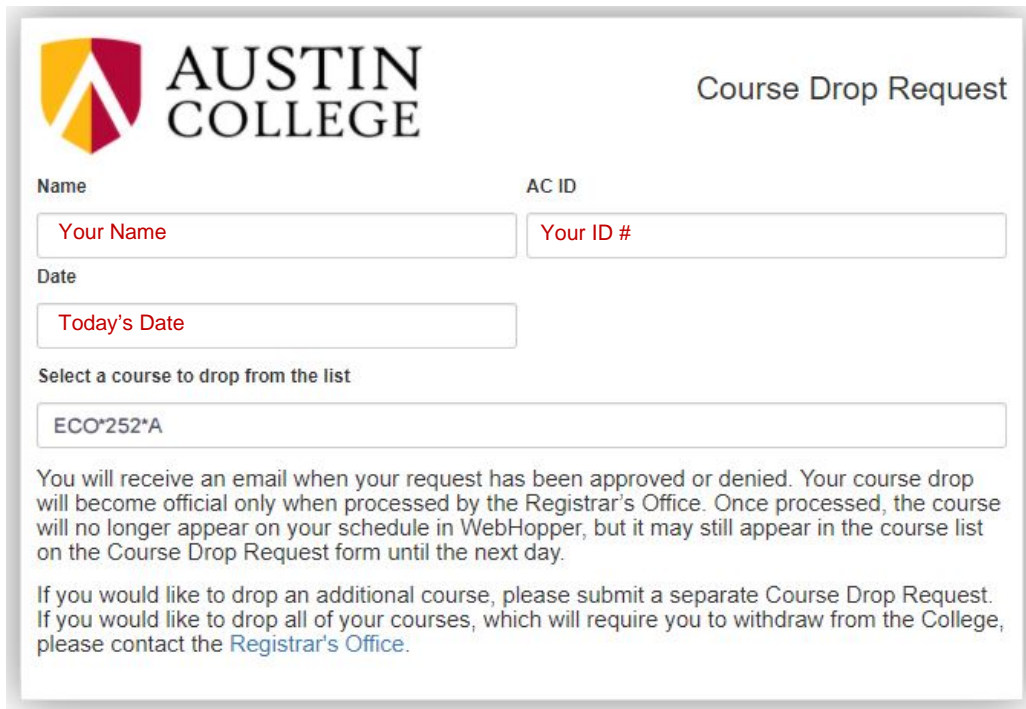
Name AC ID

Date

Select a course to drop from the list

- ECO*252*A - Business Analytics - Term: 20/FA
- SPAN*201*A - Intermediate Spanish I - Term: 20/FA
- ACCT*281*A - Financial Accounting - Term: 20/FA
- ECO*301*A - Intermediate Microeconomics - Term: 20/FA
- MATH*120*C - Elementary Statistics - Term: 20/FA
- PSCI*120*A - American Political Thought - Term: 20/FA

- 3) From the list of courses, select the course you would like to drop. Only one course can be submitted per form.



The form is titled "AUSTIN COLLEGE" and "Course Drop Request". It contains the following fields and instructions:

- Name**: A text box with the placeholder "Your Name".
- AC ID**: A text box with the placeholder "Your ID #".
- Date**: A text box with the placeholder "Today's Date".
- Select a course to drop from the list**: A dropdown menu showing "ECO*252*A".
- Instructions**:
 - "You will receive an email when your request has been approved or denied. Your course drop will become official only when processed by the Registrar's Office. Once processed, the course will no longer appear on your schedule in WebHopper, but it may still appear in the course list on the Course Drop Request form until the next day."
 - "If you would like to drop an additional course, please submit a separate Course Drop Request. If you would like to drop all of your courses, which will require you to withdraw from the College, please contact the [Registrar's Office](#)."

- 4) If you have any information that would be helpful for your mentor or the Registrar's Office, attach it as a file using "Attachments" ② in the menu at the bottom of the form. From that menu, you can also download ③ or print ④ the form.

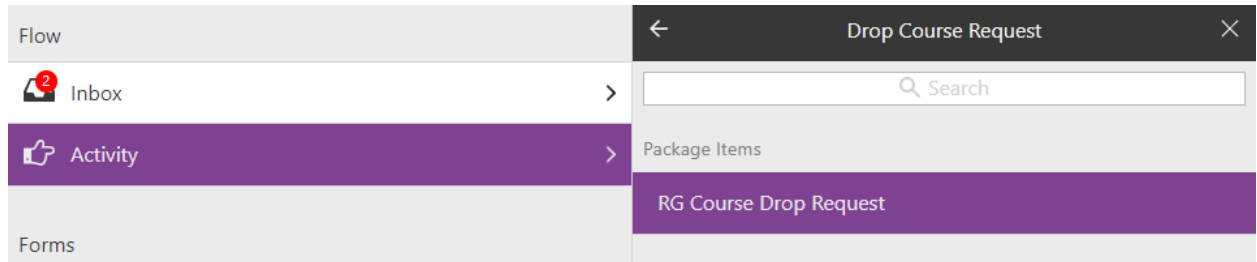
When you are ready to send your request, click "Submit" ①.



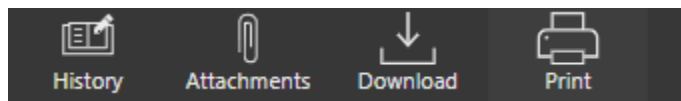
- 5) Once submitted, your form will be sent to your mentor. You will receive an email after your mentor approves or denies your request. If your mentor approves your request, it will be sent to the Registrar's Office. You will receive an email after the Registrar's Office approves or denies your request.

Track Course Drop Request Status

- 1) To track the status of your request, visit <https://etcentral.austincollege.edu/>. Click “Activity” on the left-hand side of the screen, and select your Course Drop Request from the list in the center of the screen.



- 2) Your Course Drop Request form will appear on the right-hand side of the screen. Click “History” ① in the menu at the bottom of the form to track the status.



①

If you encounter any problems or have any questions, please contact the Registrar’s Office at registrar@austincollege.edu or x2371.