

How To:

Drop and/or Withdraw from a Course



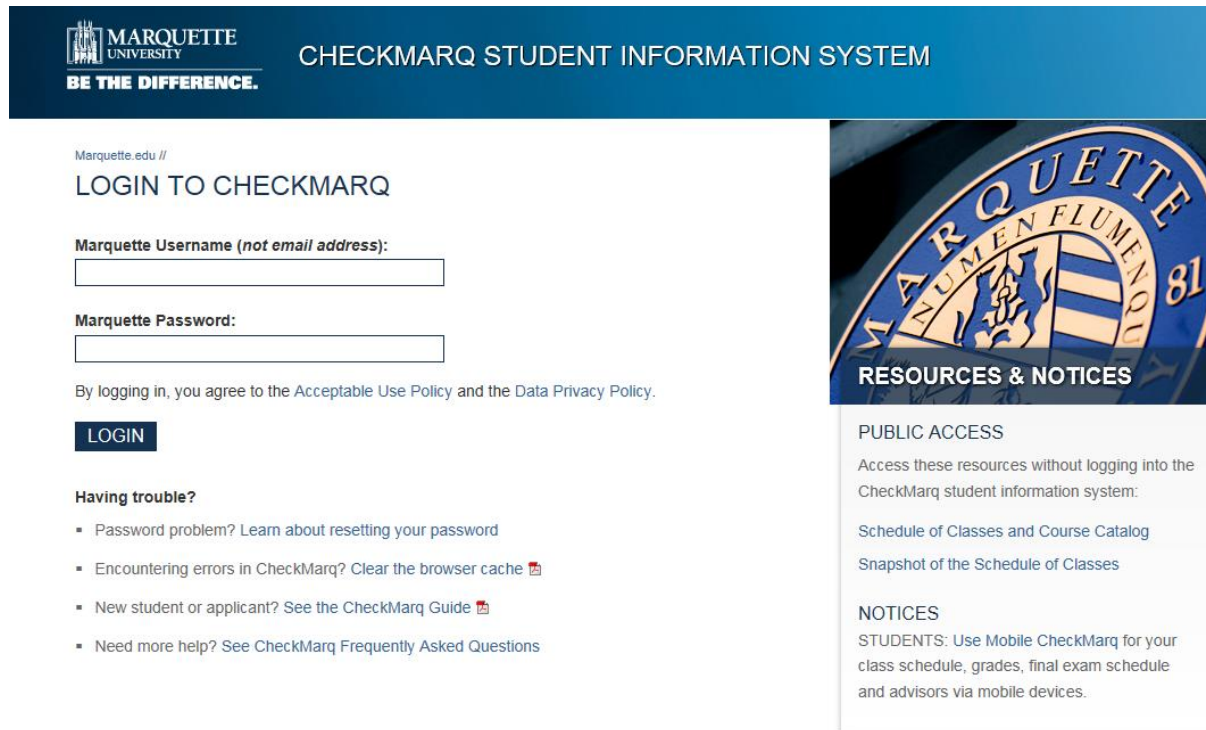
Drop or Withdraw: What's the Difference?

- **Drop a class:** To unenroll from a class before the end of late registration. This can be done via CheckMarq. This action completely removes the class from the academic record as if it never existed.
 - Slides 3-6
- **Withdraw from a class:** To unenroll from a class after the end of late registration. This must be done through your college office. You will receive a grade of W and no longer be eligible to attend class.
 - Slide 7-8

Drop a Course

- You are able to drop a class from your schedule via CheckMarq up until the close of registration. Please review the [Academic Calendar](#) for dates.
- Step 1: Access the Student Center via CheckMarq

Sign into CheckMarq
<https://checkmarq.mu.edu>
using your username and
password (not the same as
your Marquette email)



MARQUETTE UNIVERSITY
BE THE DIFFERENCE.

CHECKMARQ STUDENT INFORMATION SYSTEM

Marquette.edu //

LOGIN TO CHECKMARQ

Marquette Username (not email address):

Marquette Password:

By logging in, you agree to the Acceptable Use Policy and the Data Privacy Policy.

LOGIN

Having trouble?

- Password problem? [Learn about resetting your password](#)
- Encountering errors in CheckMarq? [Clear the browser cache](#)
- New student or applicant? [See the CheckMarq Guide](#)
- Need more help? [See CheckMarq Frequently Asked Questions](#)

RESOURCES & NOTICES

PUBLIC ACCESS

Access these resources without logging into the CheckMarq student information system:

- [Schedule of Classes and Course Catalog](#)
- [Snapshot of the Schedule of Classes](#)

NOTICES

STUDENTS: Use Mobile CheckMarq for your class schedule, grades, final exam schedule and advisors via mobile devices.

Drop a Course: Step 1 Cont.

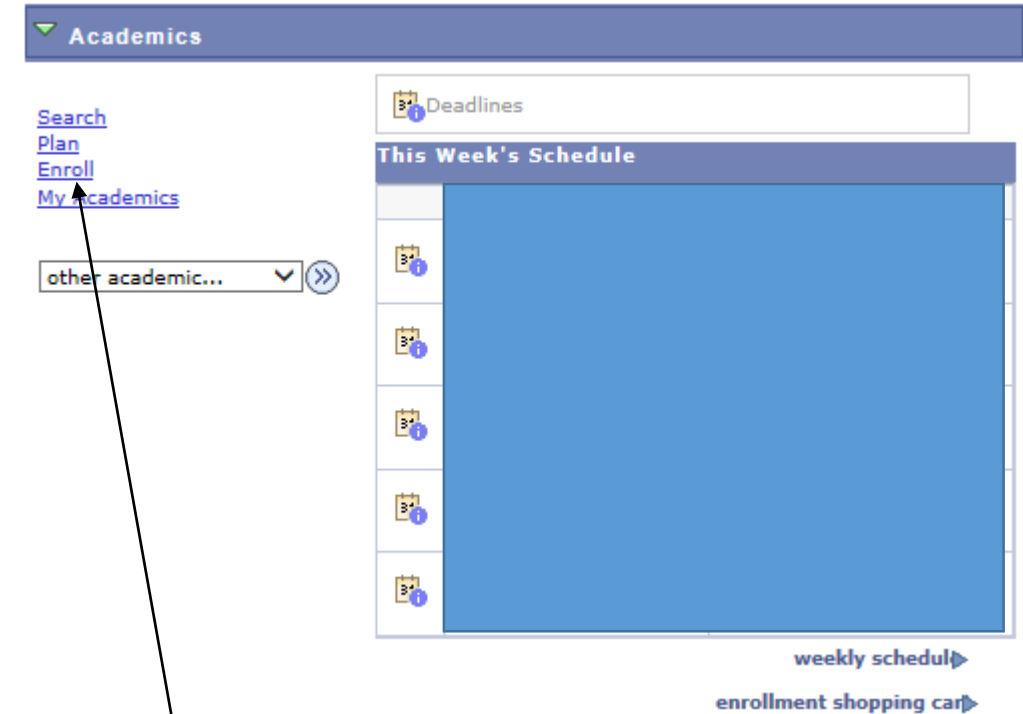
Quick Links

Academics	Financial Aid	Bursar	Guest Access	MCA
<ul style="list-style-type: none"> ▶ View my appointment for online registration ▶ Download academic forms ▶ Add, swap or drop classes ▶ Request official transcript ▶ View-only unofficial transcript ▶ View my grades ▶ View my schedule/list and order books online ▶ View my advisement reports 				

2. Click 'Student Center'

[Student Center](#)

Registration, grades, bursar account, financial aid and more.



Academics

Search
Plan
Enroll
My Academics

other academic... >>

Deadlines

This Week's Schedule

weekly schedule >

enrollment shopping cart >

3. Click 'Enroll'

Drop a Course: Step 1 Cont.

Select a term then select Continue.

	Term	Career	Institution
<input checked="" type="radio"/>	2016 Spring Term	Undergraduate	Marquette University
<input type="radio"/>	2016 Summer Term	Undergraduate	Marquette University
<input type="radio"/>	2016 Fall Term	Undergraduate	Marquette University

CONTINUE

3. Select Appropriate Term & Click 'Continue'

Drop a Course: Step 2

- A new page appears with a list of the classes in which you are enrolled for the term.
- Check the box beside each class you wish to drop. Click the Drop Selected Classes button.
- Verify that you have selected the correct class to drop, and click the Finish Dropping button to confirm your selection.
- If you have successfully dropped the class, you will receive a Success message.
- **IMPORTANT:** You are still enrolled in the class until you click the Finish Dropping button and receive a Success message in the Update Status column.

Withdrawing from a Course

- After the close of registration each term, the dropped course becomes a withdrawal from the course and the student must notify the Graduate School of Management directly and complete appropriate forms before any enrollment change will become effective.
- It is not sufficient for a student to notify the course instructor or someone in the department office.
- There may be a tuition adjustment as a result of withdrawal from a class. See the [withdrawal schedule](#).
- If you wish to withdraw from all classes during the term, you must formally [withdraw from the university](#).

Withdrawing from a Course

- The Course Drop or Withdrawal Form is available on the [Graduate School of Management forms website](#).
 - http://business.marquette.edu/Content/Uploads/GSM/GSM_course_drop_withdrawal_form.pdf
 - Once the form is completed, turn it in to the GSM office DS Suite 275
- Once a permanent grade is assigned, it will not be changed except for institutional error or policy.