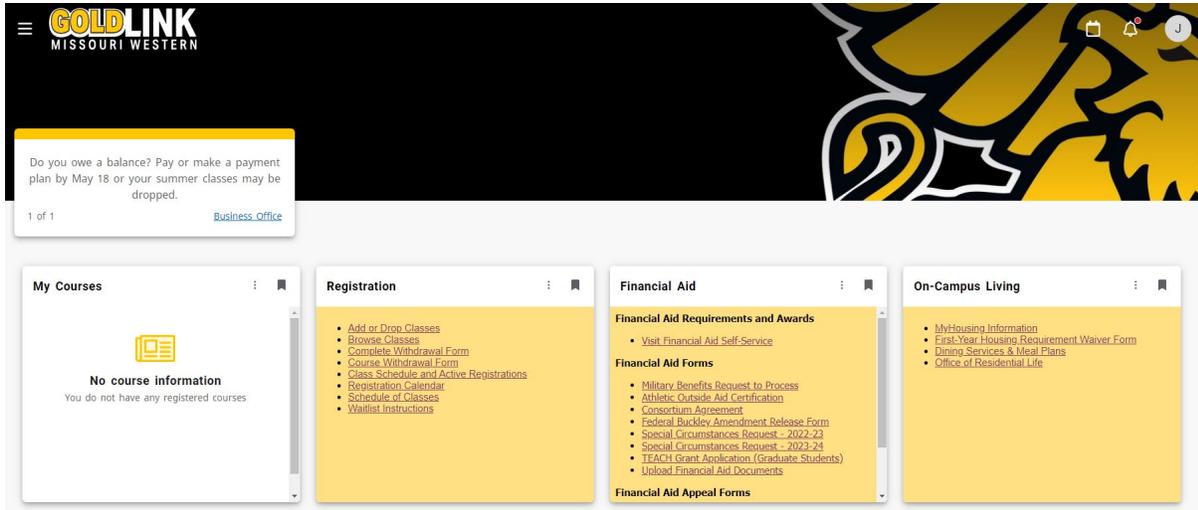


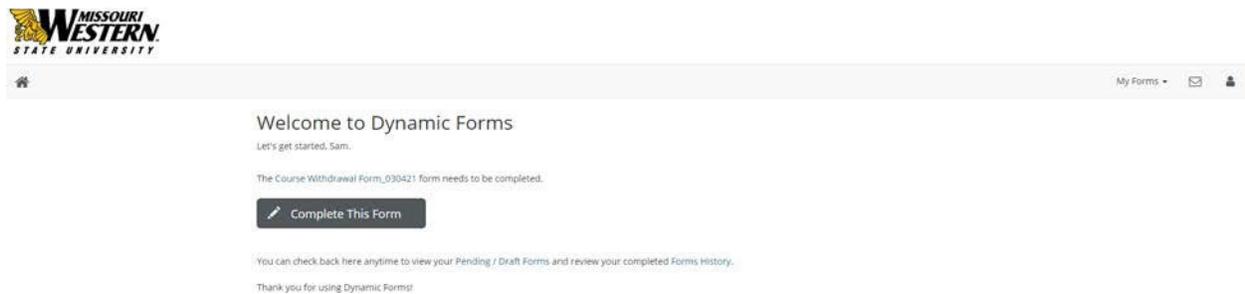
Instructions for **Course** Withdrawal:

Sign into your Goldlink and locate the Registration card. Click **Course Withdrawal Form**:



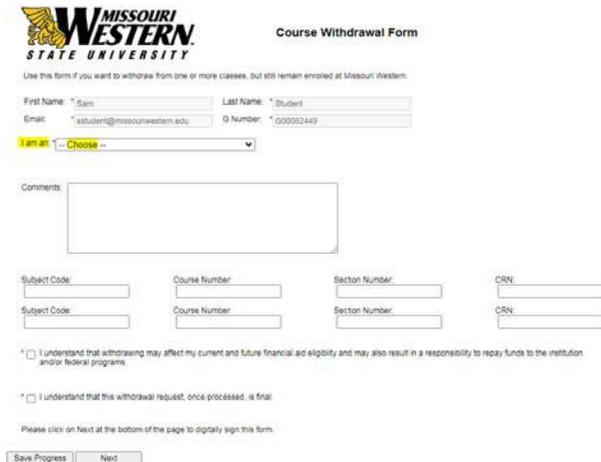
The screenshot shows the GoldLink Missouri Western dashboard. At the top left is the GoldLink logo. A notification banner at the top left asks if the user owes a balance. The main dashboard has four cards: 'My Courses' (no course information), 'Registration' (with a list of links including 'Complete Withdrawal Form'), 'Financial Aid' (with links for requirements and forms), and 'On-Campus Living' (with links for housing and dining services).

On this screen, click Complete this Form:



The screenshot shows the 'Welcome to Dynamic Forms' page. It includes the Missouri Western State University logo, a greeting for 'Sam', and a notification that the 'Course Withdrawal Form_030421' needs to be completed. A prominent 'Complete This Form' button is visible. Below the button, there is a link to view pending or draft forms and a thank you message.

You will need to click 'Choose' to indicate you are an Early College Academy student:



The screenshot shows the 'Course Withdrawal Form' page. It includes the Missouri Western State University logo and the title 'Course Withdrawal Form'. Below the logo is a brief instruction: 'Use this form if you want to withdraw from one or more classes, but still remain enrolled at Missouri Western.' The form contains several input fields: 'First Name' (filled with 'Sam'), 'Last Name' (filled with 'Student'), 'Email' (filled with 'sstudent@missouriwestern.edu'), and 'ID Number' (filled with '000032449'). The 'I am an' dropdown menu is highlighted in yellow and shows 'Choose' as the selected option. Below these fields is a 'Comments' text area. Further down are two rows of input fields for 'Subject Code', 'Course Number', 'Section Number', and 'CRN'. At the bottom, there are two checkboxes for understanding the withdrawal process, a note to click 'Next' to sign the form, and 'Save Progress' and 'Next' buttons.

Your personal info will populate. Click the appropriate term, year, comments if needed, course information, authorization box and the Next button:

MISSOURI WESTERN STATE UNIVERSITY Course Withdrawal Form

Use this form if you want to withdraw from one or more classes, but still remain enrolled at Missouri Western.

First Name: * Sam Last Name: * Student
Email: * sstudent@missourwestern.edu ID Number: * 00092449

I am an: * Early College Academy Student (high school)

- If you need guidance on if a withdrawal is right for you, please contact your ECA advisor at ecaadvising@missourwestern.edu or 616-271-5943
- Valid withdrawal dates for your course can found on the ECA Academic Calendar at missourwestern.edu/eca
- Refund percentages associated with withdrawal dates can also be found on the ECA Academic Calendar or by contacting the ECA office at 616-271-4121.

Contact the Early College Academy for assistance in completing this form.

Semester/Term: * Fall (August-December) Year: * 2021

Comments:

List the course(s) that you want to withdraw from. This information can be found on your schedule summary through Goodlink. This change in enrollment becomes effective on the date this form is received by the Early College Academy Office. Multiple forms may be completed if necessary.
Each box must be completed per course (example: Subject Code: ABS, Course Number: 103, Section Number: 40, CRN: 23115)

Subject Code	Course Number	Section Number	CRN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I understand that this withdrawal request, once processed, is final.

Please click on Next at the bottom of the page to digitally sign this form.

Save Progress Next

This screen is your electronic signature. Read the disclosure/consent, type your name, click the robot box and click sign electronically. (Note: there is an option to opt out and print)

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Sam Student

I'm not a robot  reCAPTCHA
Privacy - Terms

Previous **Sign Electronically**

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Last screen is your confirmation that the form was submitted:

Thank you! Your form has been submitted.

[View Form PDF](#)