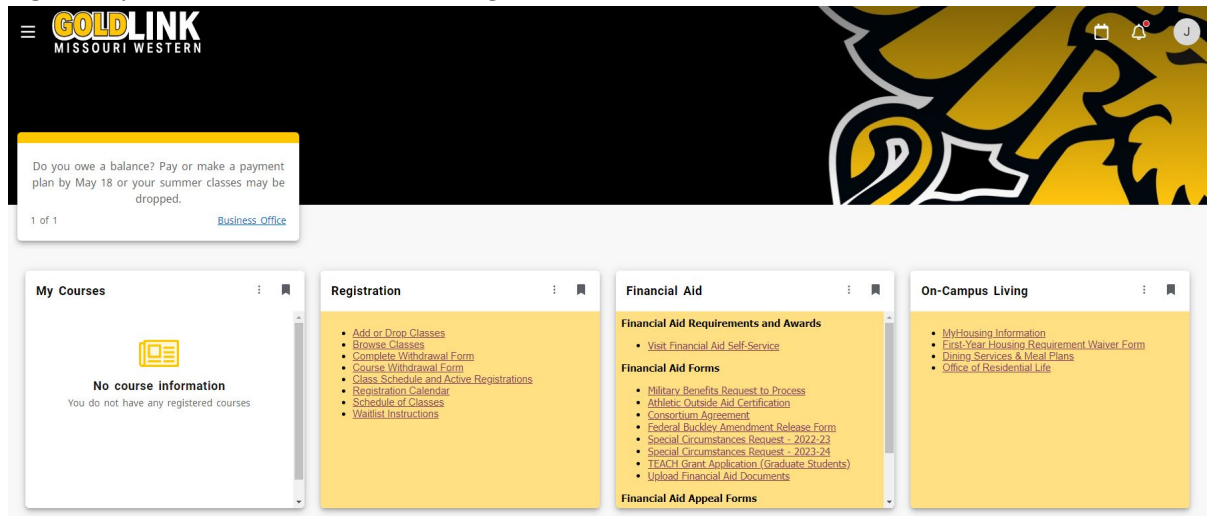
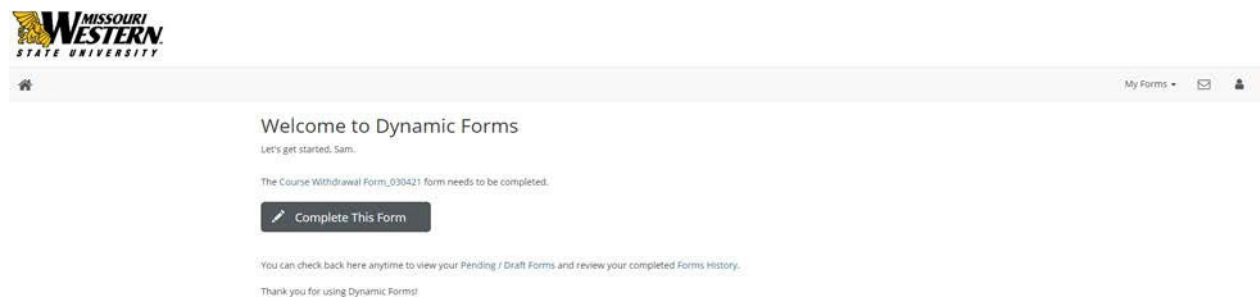


Instructions for **Course** Withdrawal:

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



On the welcome screen, click Complete this Form:



On the drop-down menu labeled "I am an," indicate you are an Early College Academy student:

The screenshot shows the 'Course Withdrawal Form' for Missouri Western State University. The form includes fields for 'First Name' (Sam), 'Last Name' (Student), 'Email' (sstudent@missouriwestern.edu), and 'ID Number' (000002449). There is a dropdown menu labeled 'I am an' with a 'Choose' button. Below this is a 'Comments' text area. Further down, there are four sets of fields for 'Subject Code', 'Course Number', 'Section Number', and 'CRN'. At the bottom, there are two checkboxes for understanding the withdrawal process, a 'Please click on Next at the bottom of the page to digitally sign this form' instruction, 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:



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@missouriwestern.edu

ID Number: * 00002449

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 ecadvising@missouriwestern.edu or 816-271-5943.

• Valid withdrawal dates for your course can found on the ECA Academic Calendar at missouriwestern.edu/eec.

• Refund percentages associated with withdrawal dates can also be found on the ECA Academic Calendar or by contacting the ECA office at 816-271-4121.

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

Semester/Term: * Fall (August-December)

Year: * 2021

Comments:

1. List the courses 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:

Subject Code:

Course Number:

Section Number:

CRN:

Subject Code:

Course Number:

Section Number:

CRN:

☐ 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

The next screen is your electronic signature. Read the disclosure/consent, type your name, check the "I'm not a 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

The last screen is your confirmation that the form was submitted:

Thank you! Your form has been submitted.

[View Form PDF](#)