

Navigate360 – Course Withdraw Process

Introduction to Withdrawing:

Overview:

The **Withdraw** feature allows students to officially remove a course from their schedule before the institution's designated withdraw deadline. This option means the course will still appear on their transcripts with a 'W' indicating they withdrew, and they will be responsible for the bill of the course or bill resulting from subsequent loss of funding. This tool helps students take control of their academic journey by providing a streamlined, self-service option to withdraw classes while also helping them avoid negative impacts on their GPA, if they were to remain in a course and get less than a 'C'.

Before withdrawing a course, students should always:

- Consult with their Academic Advisor to ensure it won't affect their degree progress.
- Speak with Financial Aid to understand how withdrawing may impact grants, loans, or scholarships.
- Speak with Cashiers to know what their bill may look after the change.

Key points to know:

- Withdrawn courses do appear on your transcript
- You are not eligible for a full refund
- Navigate360 will also alert you to any holds that must be cleared before a withdraw is allowed

This guide walks you through each step to withdraw a course confidently and correctly using Navigate360.

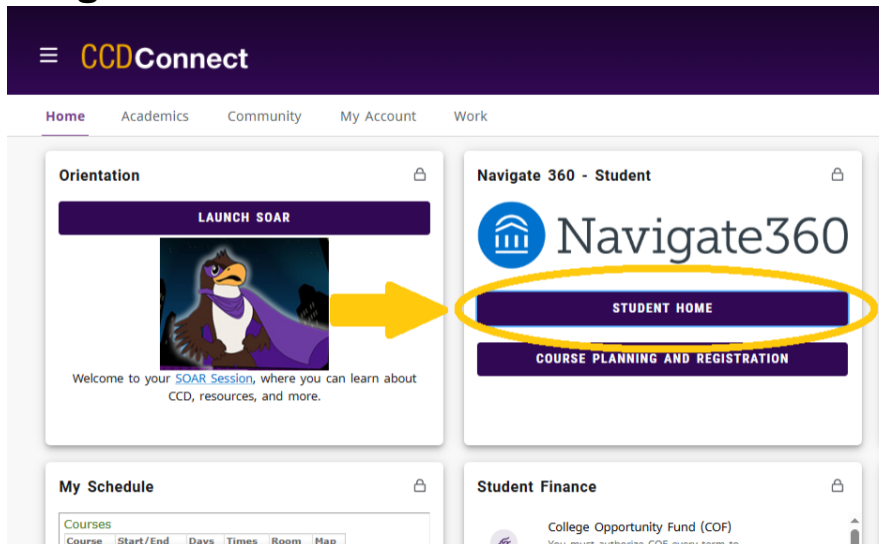
Getting Started with Withdrawing:

1. Accessing where to Withdraw on Desktop

1.1. Access Navigate Three Sixty

On the **C-C-D Connect dashboard**, click **Navigate Three Sixty - Student Home**. This will take you to the **Navigate Three Sixty Student Home** page, called **Explore**.

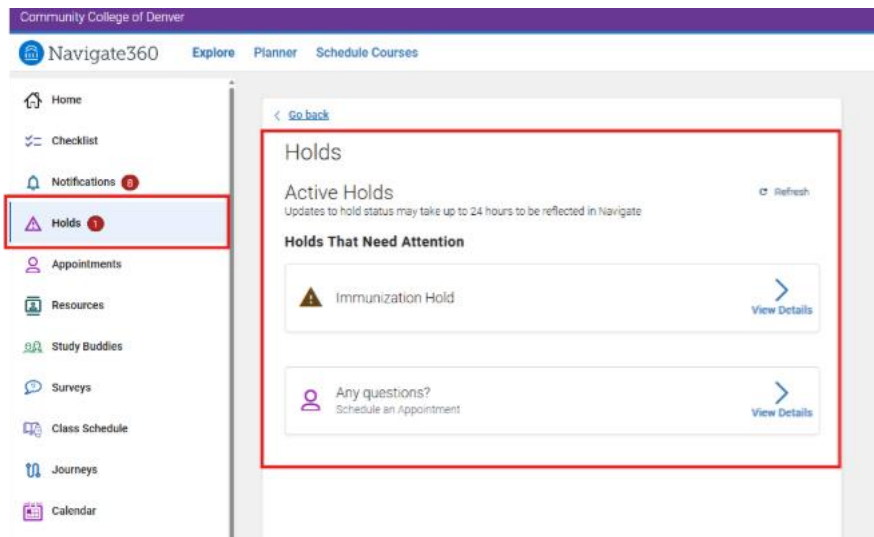
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1.2. Access the Holds Section

On the left-hand side, select the **Holds** icon to open the holds section. If you have a hold:

Locate the office listed within the hold and the hold description. Then contact the office with your student ID, required documentation, and the hold information so they can help you resolve the hold and remove it.



1.3. Access Schedule Courses

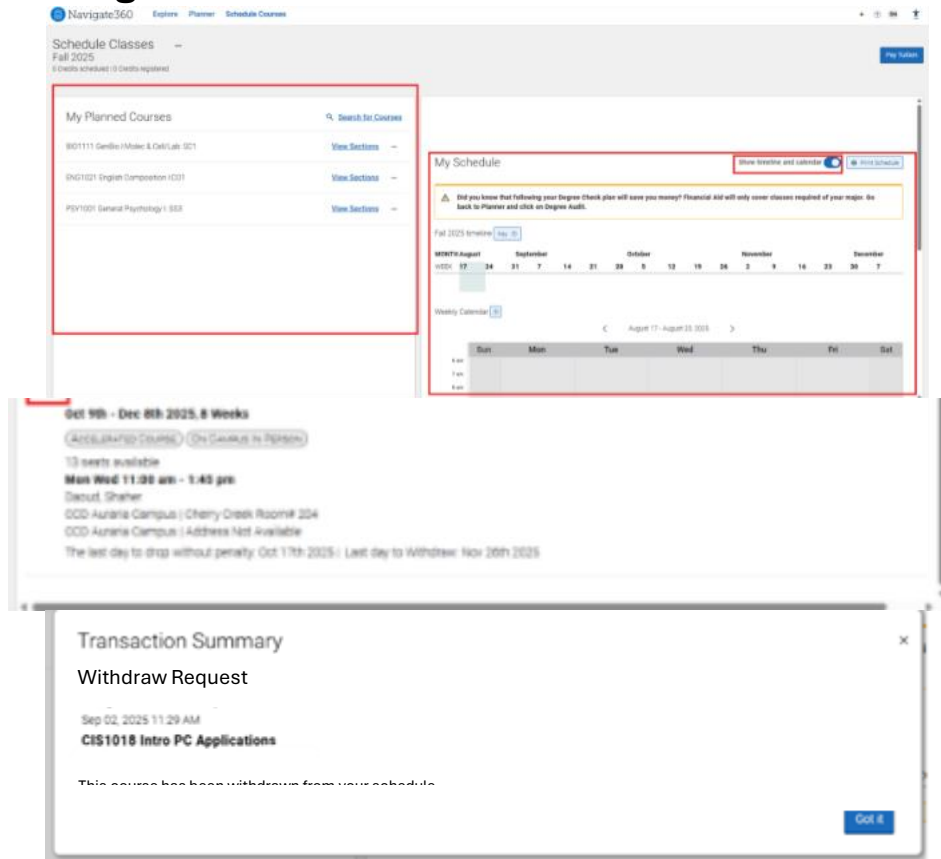
This opens the schedule courses view, which consists of two columns:

Left: My Planned Courses

Right: Timeline and Calendar

Locate your registered courses on the right-hand side under the calendar. Read through the course drop and withdraw deadlines that are clearly listed and make sure you are within the drop date. Select the three dots next to your registered course, then select the drop course option. A popup will appear to confirm your selection and to verify you've been dropped.

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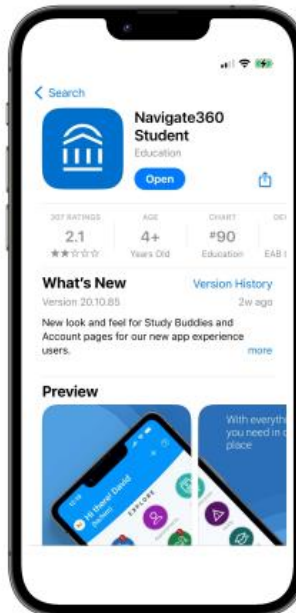


2. Accessing Withdraw Feature on Mobile

2.1. Access Navigate Three Sixty Mobile Application

Download our mobile app from the app store.

Once downloaded, select the application from your mobile device.



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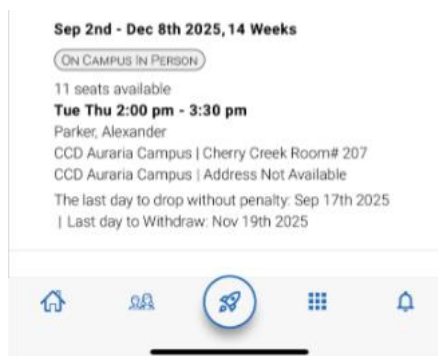
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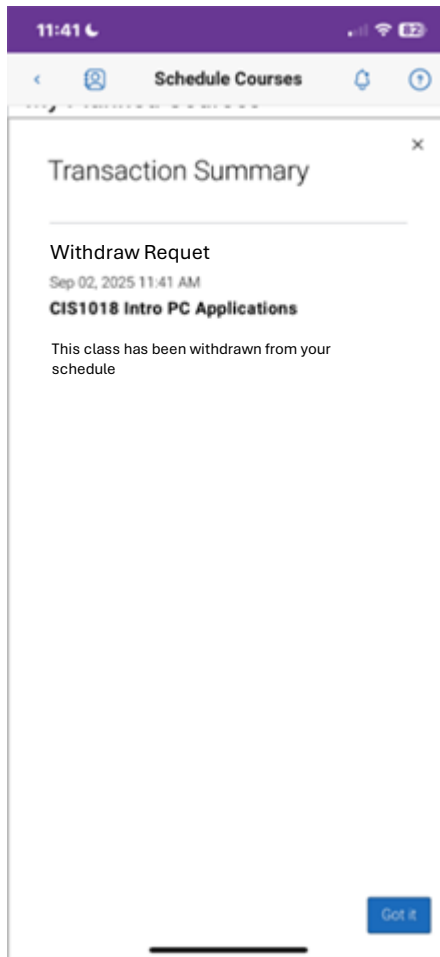
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Additional Resources:

- Tutorial Video: