

Withdraw from a Course

- ◆ In your web browser, navigate to **wiser.umb.edu**.
- ◆ Sign in to WISER Student Self Service.
- ◆ Click on **Academics**.
- ◆ Under **Enrollment**, click on **Add/Drop/Swap a Class**.
- ◆ Click on **the current semester**. The courses in which you are currently enrolled will be displayed.
- ◆ Scroll to the bottom of the page and click on **Drop/Update Classes**.
- ◆ In the **Action** field to the left of the course from which you want to withdraw, click on the **down arrow** and select **Drop**.

Note: The process for “dropping” a course during the Add-Drop period at the beginning of the semester is the same as the process for “withdrawing” from a course later in the semester. When you drop a course after the Add-Drop period, you will see a grade of W on your record.

- ◆ Click on the yellow **Submit** button and wait for the action to be processed.
- ◆ If you have successfully withdrawn from the class, you will see “Success/Messages” under Update Status. Note: If the Update Status is “Pending,” it means that you have not yet submitted your request.
- ◆ Click [View My Schedule](#) at the bottom of the page to confirm that you have a grade of W in the class.
- ◆ When you are finished using WISER, be sure to click on the **Sign Out** link on the blue bar in the upper right corner of the page.