

## Course Withdrawal Via BannerWeb Self-Service

**LAST DAY TO WITHDRAW IS THE LAST DAY OF CLASS OF THE CURRENT TERM.**

**Check the Academic Calendar for Dates.**

**Students with HOLDS that would prohibit registration will need to fill out a Course Withdrawal Form in person in the Office of the University Registrar.**

**This method may not be used to Withdraw from the University. If you are trying to withdraw from the University, please follow the University Withdrawal process noted in the Registrar section of the CAU website.**

1. Navigate to Degree Works through BannerWeb Self-Service:

BannerWeb > Enter Secure Area > Registration > Add/Drop Classes

### Student Services & Financial Aid

#### Panther Path Degree Works (NEW)

Panther Path Degree Works provides a comprehensive set of web-based academic advising, degree audit, and transfer articulation tools to help students and their advisors negotiate curriculum requirements at CAU.

#### Registration

Look-up classes to add, add/drop classes, view student schedules by day & time, student detail schedule, withdrawal information, check registration status, link to online enrollment verification.

#### Student Records

Check your current enrollment status; View holds; Enroll in a SallieMae Tuition Payment Plan; Display grades and transcripts; Review charges and payments; Make Credit Card or Check Payments; Select or Change a Meal Plan.

#### Financial Aid

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

### Registration

Select Term

Add/Drop Classes

Look-up Classes to Add

2. Select the current term and click 'Submit':

Personal Information Student Services & Financial Aid

Search  Go

Select Term

Select a Term:

Submit

3. Determine course to be withdrawn:

Add/Drop Classes:

Spring 2020  
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Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Nov 21, 2019	None	28065	CCIS	471	01	Undergraduate	3.000	Standard		Intro. to Computer Algorithms
**Registered** on Nov 21, 2019	None	28067	CCIS	472	01	Undergraduate	3.000	Standard		Intro to Computer Architecture
**Registered** on Nov 21, 2019	None	27203	CCIS	329	01	Undergraduate	3.000	Standard		Rich Internet Applications
**Registered** on Nov 21, 2019	None	26660	CCIS	473	01	Undergraduate	3.000	Standard		Intro to Operating Systems
**Registered** on Nov 21, 2019	None	26661	CCIS	490	01	Undergraduate	3.000	Standard		Practical Training
**Web Registered** on Nov 26, 2019	None	28074	CMAT	214	01	Undergraduate	3.000	Standard		Linear Algebra
**Web Registered** on Dec 17, 2019	None	27225	CCIS	422	01	Undergraduate	3.000	Standard		Intro to Computer Forensics

4. Using the dropdown in the 'Action' column, select 'Web Withdrawal', repeat for other courses as needed. NOTE: This method may not be used to Withdraw from the University, therefore at least one course must stay on your schedule. If you are trying to withdraw from the University, please follow the University Withdrawal process in the Registrar section of the CAU website:

Current Schedule

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5. Click 'Submit Changes':

***IMPORTANT: THIS ACTION CANNOT BE REVERSED. BE SURE YOU WANT TO WITHDRAW FROM THE COURSE(S) BEFORE YOU SUBMIT CHANGES.***

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Total Credit Hours: 21.000  
 Billing Hours: 21.000  
 Minimum Hours: 0.000  
 Maximum Hours: 21.000  
 Date: Mar 22, 2020 07:36 pm

Submit Changes