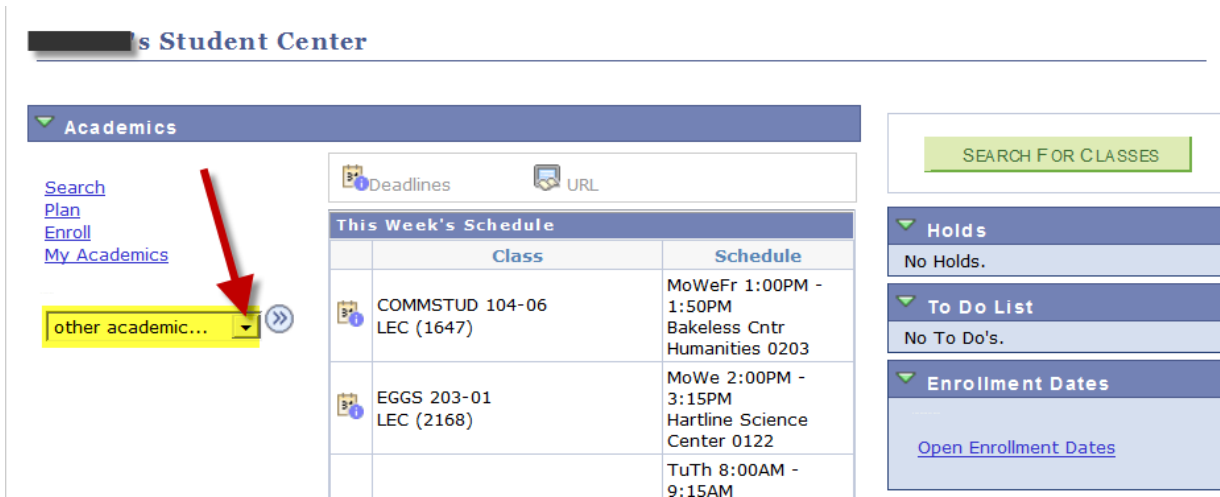


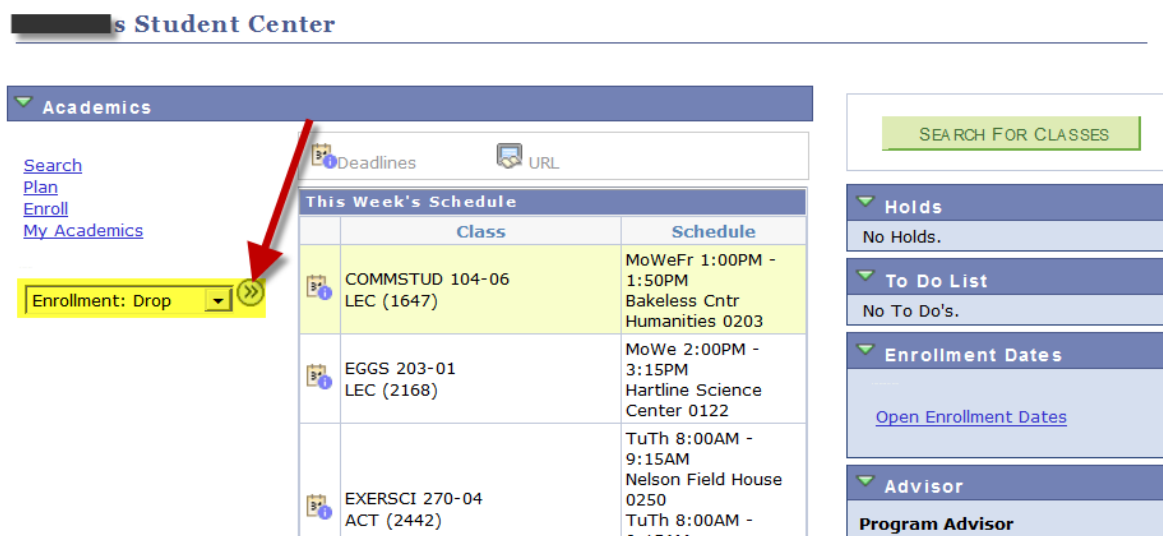
How to Withdraw From a Course Using MyHusky

(Once this process is complete you will see a “w” grade next to this course in your MyHusky account, the withdrawal will be complete)

- LOG INTO YOUR MyHusky **ACCOUNT**
<http://www.bloomu.edu/myhusky/student>
- Click on Student Center
- Click on the drop down arrow on other academic...



- Go to Enrollment: Drop, then click on the symbol with the double arrows as shown below



- Select the course or courses you would like to withdraw from, and then click on drop selected classes.

go to ... »

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Drop Classes

1 ⌂ ☰

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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✓ Enrolled ✗ Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	COMMSTUD 104-06 (1647)	INTERPERSONAL COMMUN (Lecture)	MoWeFr 1:00PM - 1:50PM	Bakeless Cntr Humanities 0203	P. Rippke	3.00	✓
<input type="checkbox"/>	EGGS 203-01 (2168)	GEOG OF AUSTRALIA (Lecture)	MoWe 2:00PM - 3:15PM	Hartline Science Center 0122	S. Kehoe-Forutan	3.00	✓
<input type="checkbox"/>	EXERSCI 270-04 (2442)	EXERCISE & YOU (Activity)	TuTh 8:00AM - 9:15AM TuTh 8:00AM - 9:15AM	Nelson Field House 0250 Nelson Field House 0185	B. Burrows	2.00	✓
<input checked="" type="checkbox"/>	MUSIC 109-02 (2659)	WOMENS CHORAL (Activity)	TuTh 2:00PM - 3:15PM	Haas Center for the Arts 0166	E. Shoenfelt	1.00	✓
<input type="checkbox"/>	PSYCH 360-01 (1196)	COGNITIVE PSYCHOLOGY (Lecture)	TuTh 11:00AM - 12:15PM	McCormick Human Services 2205	J. Johnson	3.00	✓
<input type="checkbox"/>	PSYCH 401-02 (2820)	HISTORY OF PSYCHOL (Lecture)	MoWeFr 12:00PM - 12:50PM	Bakeless Cntr Humanities 0303	J. Waggoner	3.00	✓

[DROP SELECTED CLASSES](#)

- Confirm the course or courses you chose to withdrawal from. You can cancel your request or click on previous to go back if you chose the wrong course. If you are finished and the course(s) are correct click on finish dropping.

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Drop Classes 1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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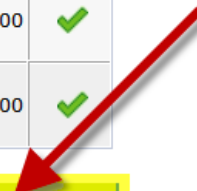
✓ Enrolled
✕ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
COMMSTUD 104-06 (1647)	INTERPERSONAL COMMUN (Lecture)	MoWeFr 1:00PM - 1:50PM	Bakeless Cntr Humanities 0203	P. Ripcke	3.00	✓
MUSIC 109-02 (2659)	WOMENS CHORAL (Activity)	TuTh 2:00PM - 3:15PM	Haas Center for the Arts 0166	E. Shoenfelt	1.00	✓

CANCEL

PREVIOUS

FINISH DROPPING



- Now you can view your results. You are looking for the GREEN CHECK MARK that the courses were successfully dropped and you see the message: You have been given a grade of W for this class. Then click on My Class Schedule

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap term information

Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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✓ Success: dropped ✗ Error: unable to drop class

Class	Message	Status
COMMSTUD 104	Message: You have been given a grade of W for this class.	✓
MUSIC 109	Message: You have been given a grade of W for this class.	✓

MY CLASS SCHEDULE



go to ...

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my class schedule | add | drop | swap | term informa

My Class Schedule

When you are looking at your Class Schedule you can see the W grade by the course(s) that you just withdrew from.

Select Display Option List View Weekly Calendar View

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Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

COMMSTUD 104 - INTERPERSONAL COMMUN

Status	Units	Grading	Grade	Program	Deadlines	
Withdrawn	3.00	Graded	W	UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1647	05	Lecture	MoWeFr 1:00PM - 1:50PM	Bakeless Cntr Humanities 0203	Philip Ruppke	08/26/2013 - 12/13/2013

EGGS 203 - GEOG OF AUSTRALIA

Status	Units	Grading	Grade	Program	Deadlines	
Enrolled	3.00	Graded		UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2168	01	Lecture	MoWe 2:00PM - 3:15PM	Hartline Science Center Forutan 0122	Sandra Kehoe	08/26/2013 - 12/13/2013

EXERSCI 270 - EXERCISE & YOU

Status	Units	Grading	Grade	Program	Deadlines	
Enrolled	2.00	Graded		UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2442	04	Activity	TuTh 8:00AM - 9:15AM	Nelson Field House 0250	Brett Burrows	08/26/2013 - 12/13/2013
			TuTh 8:00AM - 9:15AM	Nelson Field House 0185	Staff	08/26/2013 - 12/13/2013

MUSIC 109 - WOMENS CHORAL

Status	Units	Grading	Grade	Program	Deadlines	
Withdrawn	1.00	Graded	W	UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2659	02	Activity	TuTh 2:00PM - 3:15PM	Haas Center for the Arts 0166	Elizabeth Shoenfelt	08/26/2013 - 12/13/2013

PSYCH 360 - COGNITIVE PSYCHOLOGY

Status	Units	Grading	Grade	Program	Deadlines	
Enrolled	3.00	Graded		UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1196	01	Lecture	TuTh 11:00AM - 12:15PM	McCormick Human Services 2205	Jennifer Johnson	08/26/2013 - 12/13/2013

PSYCH 401 - HISTORY OF PSYCHOL

Status	Units	Grading	Grade	Program	Deadlines	
Enrolled	3.00	Graded		UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2820	02	Lecture	MoWeFr 12:00PM - 12:50PM	Bakeless Cntr Humanities 0303	John Waggoner	08/26/2013 - 12/13/2013

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Search Plan Enroll My Academics

My Class Schedule | Add | Drop | Swap | Term Information

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How to Withdraw From All of Your Courses Using MyHusky

- LOG INTO YOUR **MyHusky ACCOUNT**
<http://www.bloomu.edu/myhusky/student>
- Click on Student Center
- Click on the drop down arrow on other academic...

Student Center

Academics

Search
Plan
Enroll
My Academics

other academic...

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

This Week's Schedule	
Class	Schedule
COMMSTUD 104-06 LEC (1647)	MoWeFr 1:00PM - 1:50PM Bakeless Cntr Humanities 0203
EGGS 203-01 LEC (2168)	MoWe 2:00PM - 3:15PM Hartline Science Center 0122
	TuTh 8:00AM - 9:15AM

- Click on Enrollment: Drop, then click on the symbol with the double arrows as shown below.

Student Center

Academics

Search
Plan
Enroll
My Academics

Enrollment: Drop

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor

This Week's Schedule	
Class	Schedule
COMMSTUD 104-06 LEC (1647)	MoWeFr 1:00PM - 1:50PM Bakeless Cntr Humanities 0203
EGGS 203-01 LEC (2168)	MoWe 2:00PM - 3:15PM Hartline Science Center 0122
EXERSCI 270-04 ACT (2442)	TuTh 8:00AM - 9:15AM Nelson Field House 0250 TuTh 8:00AM - 9:15AM

- Select all of the courses on your schedule, and then click on drop selected classes.

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Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap term information

Drop Classes



1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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[change term](#)

✔ Enrolled
 ✘ Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
✔	EGGS 203-01 (2168)	GEOG OF AUSTRALIA (Lecture)	MoWe 2:00PM - 3:15PM	Hartline Science Center 0122	S. Kehoe-Forutan	3.00	✔
✔	EXERSCI 270-04 (2442)	EXERCISE & YOU (Activity)	TuTh 8:00AM - 9:15AM TuTh 8:00AM - 9:15AM	Nelson Field House 0250 Nelson Field House 0185	B. Burrows	2.00	✔
✔	PSYCH 360-01 (1196)	COGNITIVE PSYCHOLOGY (Lecture)	TuTh 11:00AM - 12:15PM	McCormick Human Services 2205	J. Johnson	3.00	✔
✔	PSYCH 401-02 (2820)	HISTORY OF PSYCHOL (Lecture)	MoWeFr 12:00PM - 12:50PM	Bakeless Cntr Humanities 0303	J. Waggoner	3.00	✔

DROP SELECTED CLASSES

- Confirm the courses you chose to withdrawal from. You can cancel your request or click on previous to go back. If you are finished, click on finish dropping.

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap term information

Drop Classes

1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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Enrolled
 Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
EGGS 203-01 (2168)	GEOG OF AUSTRALIA (Lecture)	MoWe 2:00PM - 3:15PM	Hartline Science Center 0122	S. Kehoe-Forutan	3.00	✓
EXERSCI 270-04 (2442)	EXERCISE & YOU (Activity)	TuTh 8:00AM - 9:15AM TuTh 8:00AM - 9:15AM	Nelson Field House 0250 Nelson Field House 0185	B. Burrows	2.00	✓
PSYCH 360-01 (1196)	COGNITIVE PSYCHOLOGY (Lecture)	TuTh 11:00AM - 12:15PM	McCormick Human Services 2205	J. Johnson	3.00	✓
PSYCH 401-02 (2820)	HISTORY OF PSYCHOL (Lecture)	MoWeFr 12:00PM - 12:50PM	Bakeless Cntr Humanities 0303	J. Waggoner	3.00	✓

CANCEL PREVIOUS **FINISH DROPPING**

- Now you can view your results. You are looking for the GREEN CHECK MARK that the courses were successfully dropped and you see the message: You have been given a grade of W for this class. Then click on My Class Schedule

»

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Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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✓ Success: dropped
 ✗ Error: unable to drop class

Class	Message	Status
EGGS 203	Message: You have been given a grade of W for this class.	✓
EXERSCI 270	Message: You have been given a grade of W for this class.	✓
PSYCH 360	Message: You have been given a grade of W for this class.	✓
PSYCH 401	Message: You have been given a grade of W for this class.	✓

MY CLASS SCHEDULE

- You can see there is a W grade for every class on My Class Schedule.



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My Class Schedule

Select Display Option List View Weekly Calendar View

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Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

EGGS 203 - GEOG OF AUSTRALIA						
Status	Units	Grading	Grade	Program	Deadlines	
Withdrawn	3.00	Graded	W	UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2168	01	Lecture	MoWe 2:00PM - 3:15PM	Hartline Science Center Forutan 0122	Sandra Kehoe-	08/26/2013 - 12/13/2013

EXERSCI 270 - EXERCISE & YOU						
Status	Units	Grading	Grade	Program	Deadlines	
Withdrawn	2.00	Graded	W	UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2442	04	Activity	TuTh 8:00AM - 9:15AM	Nelson Field House 0250	Brett Burrows	08/26/2013 - 12/13/2013
			TuTh 8:00AM - 9:15AM	Nelson Field House 0185	Staff	08/26/2013 - 12/13/2013

PSYCH 360 - COGNITIVE PSYCHOLOGY						
Status	Units	Grading	Grade	Program	Deadlines	
Withdrawn	3.00	Graded	W	UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1196	01	Lecture	TuTh 11:00AM - 12:15PM	McCormick Human Services 2205	Jennifer Johnson	08/26/2013 - 12/13/2013

PSYCH 401 - HISTORY OF PSYCHOL						
Status	Units	Grading	Grade	Program	Deadlines	
Withdrawn	3.00	Graded	W	UGRD Liberal Arts		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2820	02	Lecture	MoWeFr 12:00PM - 12:50PM	Bakeless Cntr Humanities 0303	John Waggoner	08/26/2013 - 12/13/2013

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- If you try to withdrawal from a course and you have a HOLD on your MyHusky account, you will see an **ERROR message**: You are unable to drop this class or any class at this time (while you have the hold on your account). There is a hold on your record. The hold must be removed before you can complete this transaction. In order to be withdrawn from the course you will need to send an email from your huskies email address to buregistrar@bloomu.edu with your name, student ID number and the course you wish to withdraw from or use the withdrawal process on MyHusky once your hold is removed.

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Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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 Success: dropped	 Error: unable to drop class	
Class	Message	Status
ENGLISH 152	Error: You are unable to drop this class at this time. There is a hold on your record. The hold must be removed before you can complete this transaction.	