



# How to Drop or Withdraw from Classes

Before you begin the actual process of dropping or withdrawing, there are some very important details to consider.

## First:

Before dropping a class, sometimes merely speaking with your instructor might ease your mind and there may not be a need to drop it at all. You may be doing better academically than you think OR after conferring with your instructor you may mutually decide on strategies that may help improve your performance. Check out the [College Success Zone webpage](https://www.volstate.edu/collegesuccess) (<https://www.volstate.edu/collegesuccess>) for a full list of student support services available to help you succeed.

## Second:

Always contact the Office of Financial Aid and the Business Office for details concerning any potential change to your financial obligations due to dropping a class.

Remember, once the semester begins, any changes to your class schedule could affect your financial aid eligibility or generate additional fees you may have to pay out-of-pocket.

**First Step!**

**Contact the Office of Financial Aid**

(615) 230-3456  
(615) 230-3487 fax  
129 Ramer Administration Building  
financial.aid@volstate.edu

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**Contact the Business Office**

(615) 230-3585  
(615) 230-3522 fax  
102 Ramer Administration Building  
businessoffice@volstate.edu

**AVOID**

Potential Financial Obligation *Changes*

FINANCIAL AID

PAYMENT DUE

## Third:

Each semester has classes that start and end at different Parts of the Term. Refund and Withdrawal Deadlines differ for each Part of Term. Check your schedule to determine the Part of Term.

To view your class schedule log into My Vol State, click on the Advising & Registration folder, then click on the View Student Schedule app.

**Second Step!**

**Refund Dates**  
**(100%, 75%, 25%, and No Refund Period)**

**Deadline Dates**  
**Last Day to Withdraw**

**Parts of Term**

- 1st Seven Weeks
- 2nd Seven Week
- eCampus 10 Weeks
- eCampus 1st Seven Weeks
- eCampus 2nd Seven Weeks
- Full Term
- Regents
- Ten Weeks

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**Advising & Registration**

View Student Schedule

Look Up Classes

Select the Term and Save. Review the Start and End Date of the class you wish to drop.

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
80203	ACCT 1010 002	Prin of Accounting I	Vol State Gallatin	3.000	UG	Aug 23, 2021	Dec 09, 2021	MW	12:45 pm - 2:10 pm	Mattox Technology 116	TBA
88830	COMM 2025 C73	Fundamentals of Communication	Online	3.000	UG	Oct 13, 2021	Nov 30, 2021	TBA	TBA	TBA	TBA
82306	MATH 1010 051	Math for General Studies	Vol State Springfield	3.000	UG	Aug 23, 2021	Dec 09, 2021	TR	12:45 pm - 2:10 pm	Springfield Center 202	Kenigson
<b>Total Credits:</b>				<b>9.000</b>							

Visit the [Advising Resources webpage](https://www.volstate.edu/advising/resources) (https://www.volstate.edu/advising/resources) to view the "Dates to Remember" for the current semester. Find the appropriate Part of Term for your course and review the Refund & Withdrawal Deadlines.

### STUDENT RESOURCES

- [Academic Fresh Start](#)
- [ACCUPLACER Study App](#) – prepare for your Placement
- [Campus Codes and Delivery Method Abbreviations](#)
- [Course Delivery Methods Quick Guide](#)
- **Dates to Remember**
  - [Spring 2021 Dates to Remember](#)
  - [Summer 2021 Dates to Remember](#)
  - [Fall 2021 Dates to Remember](#)
- [DegreeWorks - How to Use](#)
- [Higher Education Terms](#)

Part of Term	Last Day for 100% Refund	CLASSES BEGIN	Last Day for 75% Refund	Last Day for 25% Refund	Last Day to Withdraw	CLASSES END
Full Term	Jan 18	Jan 19	Feb 01	Feb 13	Mar 26	Apr 30
1st 5-Weeks	Jan 18	Jan 19	Jan 23	Jan 27	Feb 10	Feb 22
2nd 5-Weeks	Feb 22	Feb 23	Feb 27	Mar 03	Mar 17	Mar 29
3rd 5-Weeks	Mar 29	Mar 30	Apr 03	Apr 07	Apr 21	Apr 30
10-Weeks	Feb 22	Feb 23	Mar 03	Mar 12	Apr 09	Apr 30
1st 7-Weeks	Jan 18	Jan 19	Jan 25	Jan 30	Feb 19	Mar 05
2nd 7-Weeks	Mar 14	Mar 15	Mar 21	Mar 26	Apr 15	Apr 30

#### Fourth:

After you have:

- Spoken with your instructor
- Compared your class schedule against the Refund & Withdrawal Deadlines table
- Spoken with the Financial Aid Office and/or the Business Office

If you wish to continue to drop one or more of your classes, click on the **Student Forms** app in My Vol State.

Select the electronic "Drop/Withdraw Form."

Complete the electronic Drop/Withdraw form and Submit. (Use your Concise Student Schedule again to complete the course details on the form.)

You will receive a confirmation email when your request has been processed.



**For additional assistance, contact:**  
**Office of Advising**  
**615-230-3702 or [advising@volstate.edu](mailto:advising@volstate.edu)**

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 Revised 6/11/21