## How to Withdraw from a Course Using Navigate

Before you decide to withdraw, you are encouraged to speak with your instructor, advisor, and the financial aid office to understand how this may impact your academic plan and financial status.

STEP 1 Log into <u>Navigate</u> and click on Planner at the top of the page. Locate the current term and the course you would like to withdraw from and click View/Edit Schedule.

$\equiv$ 2022 Spring 1	
Term Status: In Progress	
Planned ()	
■ PSY-201 General Psychology	View Details >
Enrolled/ In Progress	
≡ ENG-101 English Composition I	▲ View Details >
View / Edit Schedule	6.Credits

**STEP 2** From the **Weekly Calendar** on the right, click on the course from which you'd like to withdraw from and then click **Withdraw**.



STEP 3 Confirm your decision by clicking Withdraw from Course.

