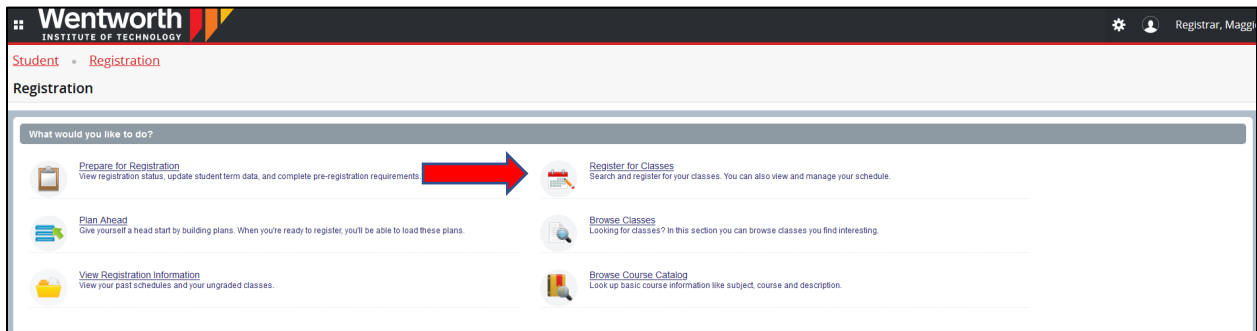


How to Withdraw from a Course in myWentworth:

1. Go to myWentworth, then **Student**, then **Registration**, and select the **Register for Classes** option:



Wentworth INSTITUTE OF TECHNOLOGY

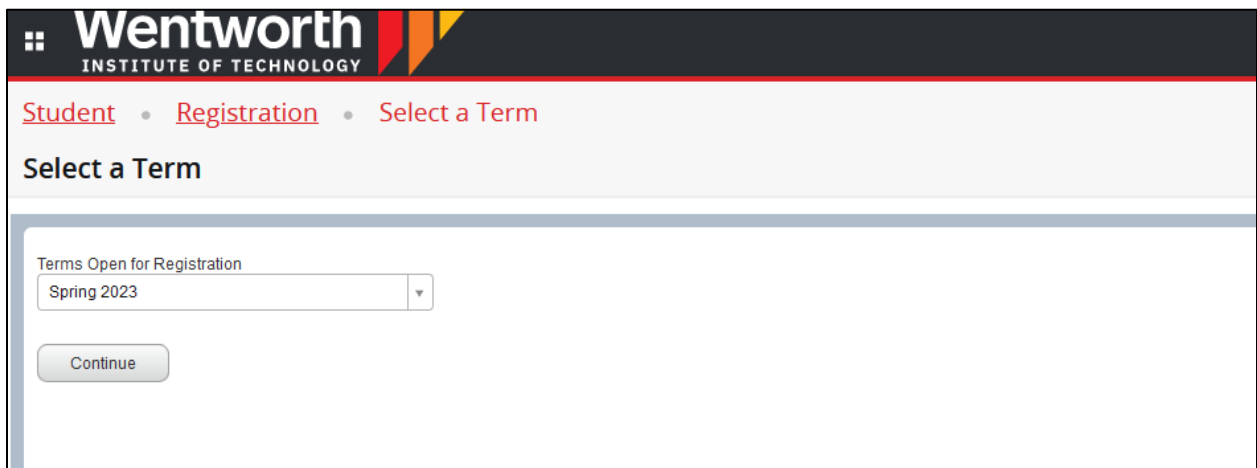
Student • Registration

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**
View your past schedules and your ungraded classes.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

2. Select the current term.



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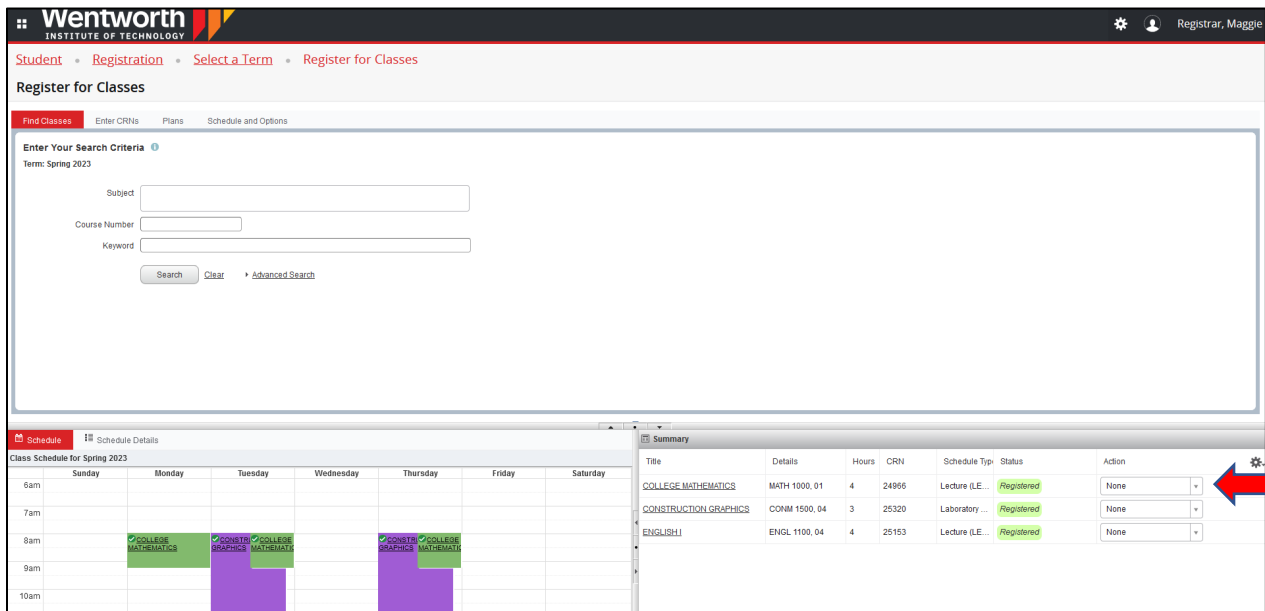
Student • Registration • Select a Term

Select a Term

Terms Open for Registration
Spring 2023

Continue

3. In the **Action** column of the Summary box in the lower righthand corner, click the arrow of the drop-down menu next to the class from which you would like to withdraw.



Wentworth INSTITUTE OF TECHNOLOGY

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Spring 2023

Subject
Course Number
Keyword

Search Clear Advanced Search

Class Schedule for Spring 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		COLLEGE MATHEMATICS	CONSTRUCTION GRAPHICS		CONSTRUCTION GRAPHICS		
9am							
10am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
COLLEGE MATHEMATICS	MATH 1000, 01	4	24956	Lecture (L.E.)	Registered	None
CONSTRUCTION GRAPHICS	CONM 1500, 04	3	25320	Laboratory...	Registered	None
ENGLISH I	ENGL 1100, 04	4	25153	Lecture (L.E.)	Registered	None

4. Select the “Withdraw: W grade” option from the drop-down menu.

The screenshot shows the 'Register for Classes' page. The 'Summary' table lists three classes: COLLEGE MATHEMATICS, CONSTRUCTION GRAPHICS, and ENGLISH. The 'Action' column for COLLEGE MATHEMATICS has a dropdown menu open, with 'Withdraw: W grade' selected. A red arrow points to this option.

Title	Details	Hours	CRN	Schedule Type	Status	Action
COLLEGE MATHEMATICS	MATH 1000_01	4	24966	Lecture (L.E.)	Registered	Withdraw: W grade
CONSTRUCTION GRAPHICS	CONM 1500_04	3	25320	Laboratory ...	Registered	None
ENGLISH I	ENGL 1100_04	4	25153	Lecture (L.E.)	Registered	None

5. Once that option is selected, click the **Submit** button.

The screenshot shows the same 'Register for Classes' page. The 'Action' column for COLLEGE MATHEMATICS now shows 'Withdraw: W grade' selected. The 'Submit' button at the bottom right is highlighted with a red arrow.

Title	Details	Hours	CRN	Schedule Type	Status	Action
COLLEGE MATHEMATICS	MATH 1000_01	4	24966	Lecture (L.E.)	Registered	Withdraw: W grade
CONSTRUCTION GRAPHICS	CONM 1500_04	3	25320	Laboratory ...	Registered	None
ENGLISH I	ENGL 1100_04	4	25153	Lecture (L.E.)	Registered	None

6. Once the Course Withdrawal has been processed successfully, you will see the Status (in green) next to the class in the Summary box will be **“Withdrawn.”** You will also see the **“Save Successful”** message in the top right of your screen.

The screenshot shows the 'Register for Classes' page on the Wentworth Institute of Technology website. The top navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. A green notification banner at the top right displays 'Save Successful' with a red arrow pointing to it. Below the navigation is a search form for 'Enter Your Search Criteria' for the term 'Spring 2023'. The main content area is divided into two panels: 'Class Schedule for Spring 2023' and 'Summary'. The 'Class Schedule' panel shows a grid with green blocks for 'CONSTRUCTION GRAPHICS' on Tuesday and Thursday. The 'Summary' panel contains a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Status	Action
COLLEGE MATHEMATICS	MATH 1000_01	0	24966	Lecture (L.E.)	Withdrawn	None
CONSTRUCTION GRAPHICS	CONM 1500_04	3	25320	Laboratory ...	Registered	None
ENGLISH I	ENGL 1100_04	4	25153	Lecture (L.E.)	Registered	None

Total Hours | Registered: 7 | Billing: 11 | CEU: 0 | Min: 0 | Max: 20

7. Attempting to withdraw from your final course will give you the following error. You will need to complete the appropriate **Course Withdrawal Form** on the [Registrar Forms page](#) and email it to registrar@wit.edu:

The screenshot shows the 'Register for Classes' page with an error message. The top navigation bar is the same as in the previous screenshot. A red notification banner at the top right displays 'Dropping last class is not allowed.' with a red arrow pointing to it. The search form and schedule grid are identical to the previous screenshot. The 'Summary' panel table is as follows:

Title	Details	Hours	CRN	Schedule Type	Status	Action
COLLEGE MATHEMATICS	MATH 1000_01	0	24966	Lecture (L.E.)	Withdrawn	None
CONSTRUCTION GRAPHICS	CONM 1500_04	0	25320	Laboratory ...	Withdrawn	None
ENGLISH I	ENGL 1100_04	4	25153	Lecture (L.E.)	Registered	None