Withdrawal Procedures

It is the student’s responsibility to officially withdraw from any and all courses. The student should contact the instructor (in person, by phone, or via email) to discuss the decision to withdrawal.

A student can request to be withdrawn from courses by completing the following steps:

1. Log onto EagleNet and click the “My Student Services” tab
2. Select the “Registration” tab
3. Select the “Request to be Dropped from a class” link
4. Select the course or courses to be dropped.
5. Select “Update Drop Request.”
6. At that point, a notification will be sent to your instructor, and the instructor will proceed with your drop request.

The request must be submitted by the withdrawal deadline. Refer to the Academic Calendar at [www.meridiancc.edu](http://www.meridiancc.edu) for withdrawal deadlines.