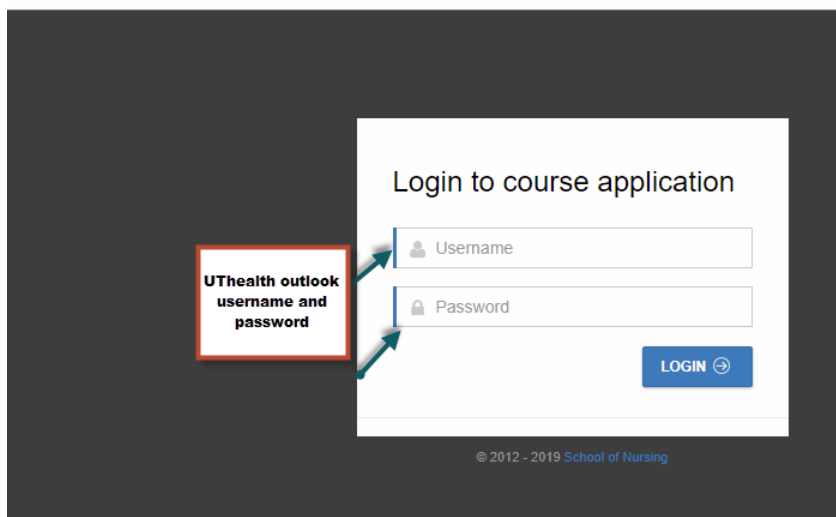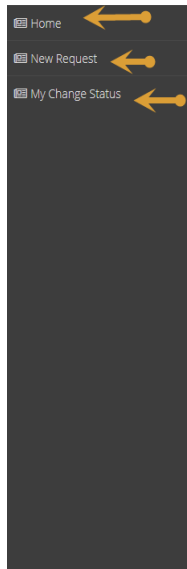# Add-Drop Withdrawal System

When you are off campus, you will have to come thru VPN connection and then use your browser to connect. Please check the link for VPN client download and instructions: VPN Client. If you have questions or need help with VPN, please call UTHealth helpdesk dial 713-486-4848.

Click the link   https://portal.nursing.uth.edu/course

Login with UTHealth outlook username and password and click "login"

Read the instructions on the Home page carefully to navigate through the system.

Navigate through left side menu

To proceed with request click on "New Request"

Look for window with your current Enrollment details
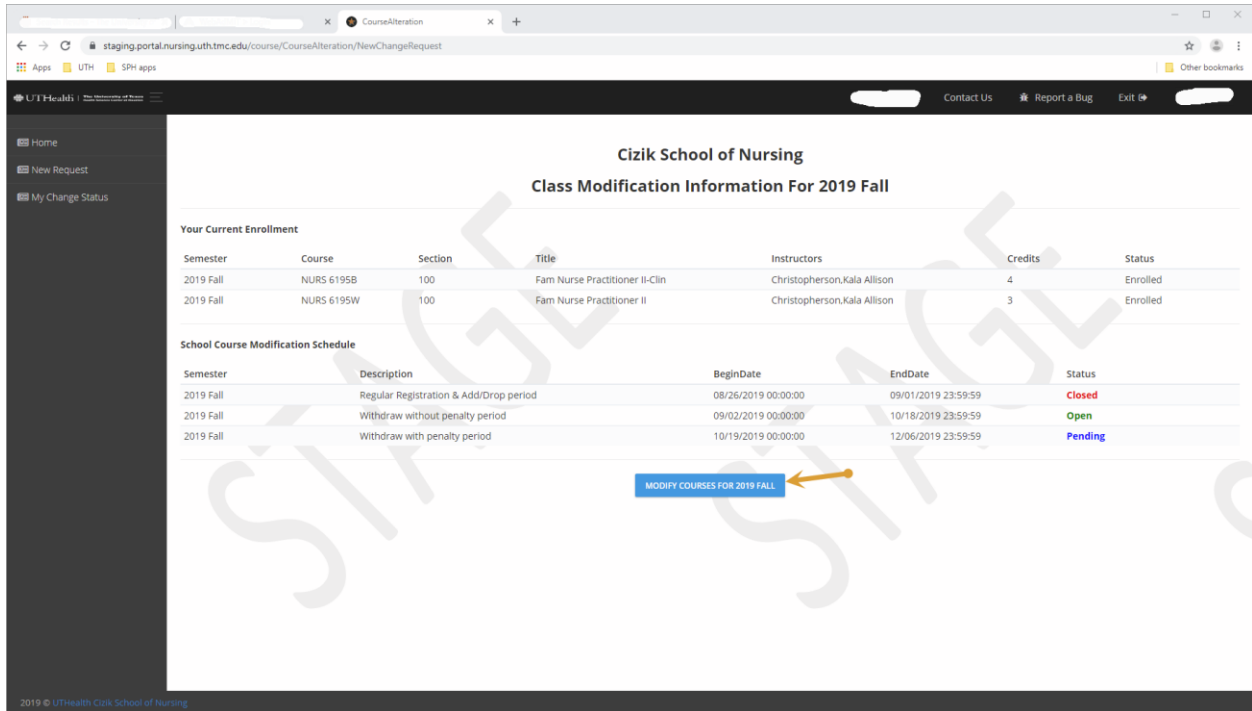
Click on "Modify courses for 2019 Fall" blue button to proceed to modify current course enrollment

Note: The "open" status is the only time when enrollment can be modified, closed sessions cannot be updated.

Click on the "Withdraw" tab to modify your current course enrollment

You have options to "Withdraw all" or select any combination of courses to withdraw

Cizik School of Nursing

Class Modification Form For 2019 Fall

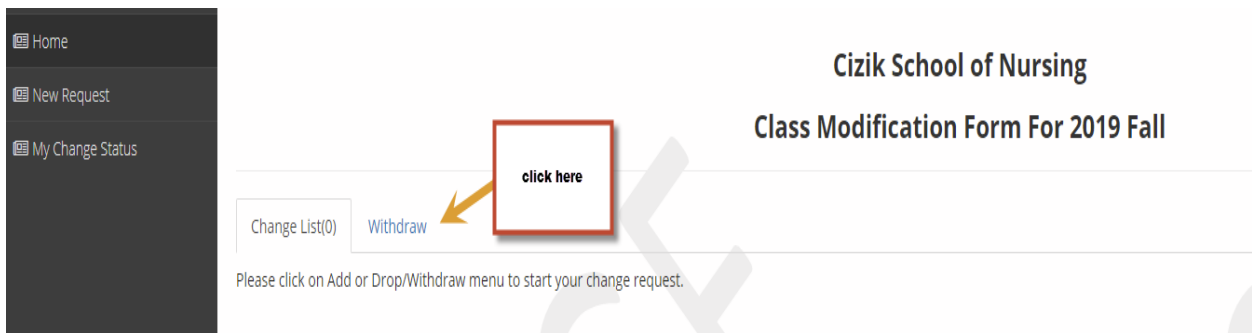| Course	Section	Title	Instructors	Status	
					WITHDRAW ALL
NURS 6195B	100	Fam Nurse Practitioner II-Clin	Christopherson,Kala Allison	Enrolled	WITHDRAW
NURS 6195W	100	Fam Nurse Practitioner II	Christopherson,Kala Allison	Enrolled	WITHDRAW

Change List(0)   Withdraw

Selected option details will be displayed under <mark>"change List"</mark> tab

Cizik School of Nursing

Class Modification Form For 2019 Fall

Change List(1)   Withdraw

Course	Section	Title	Action	
NURS 6195W	100	Fam Nurse Practitioner II	Withdraw	CANCEL

Last Attend Date:

The last day attended should be a date between the first day of the semester to current date. The last date attended is the date the student stopped attending classes and his/her last recorded date at an academically related activity (lecture, clinical, assignment, exam, signed to Canvas, etc.)

Comments:

I understand that 100% refunds are not issued after the first day even if a student's specific classes start after that day. I understand that if I am on a plan, I am still responsible for the original tuition and fee charges and that even if I resign during a refund period, I may still have future payments due on my plan

SUBMIT

Fill in the required information and click "submit".

Cizik School of Nursing
Class Modification Form For 2019 Fall

Change List(1)   Withdraw

Course	Section	Title	Action	
NURS 6195W	100	Fam Nurse Practitioner II	Withdraw	CANCEL

Last Attend Date: [   ] 🗓️   ← **1**

The last day attended should be a date between the first day of the semester to current date. The last date attended is the date the student stopped attending classes and his/her last recorded date at an academically related activity (lecture, clinical, assignment, exam, signed to Canvas, etc.)

Comments: [   ]   ← **2**

I understand that 100% refunds are not issued after the first day even if a student's specific classes start after that day. I understand that if I am on a plan, I am still responsible for the original tuition and fee charges and that even if I resign during a refund period, I may still have future payments due on my plan

SUBMIT   ← **3**

You will receive an email upon completing all required fields and submitting your request.