

How to Withdraw from Classes

Log into your ENMU portal account <https://my.enmu.edu/ENMU/students>

There are *two ways to withdraw from a class*, depending on the timeline you sit on during the semester. You will have to check those dates according to your semester of enrollment.

****Remember that this may leave a “W” on your transcript****

Option 1: self- withdrawal

On the left side of the screen, scroll down and click on “**Registration**”, then select the option to “**Add/Drop Classes**”. (see image below).

ENMU Search for page, content or any app

Students

Search Apps...

- Registration
- Add/Drop Classes
- Advising Center
- Check Registration Status
- Course Withdrawal Information
- Declare Major
- Detail Schedule
- Look-Up Classes To Add
- Order Textbooks
- View Holds
- View Majors
- Contact Support

Forms / Downloads

Student Resources

Faculty / Staff Resources

Groups / Communities

Academic Calendar

Announcement Board

Explore TimelyCare

Schedule

Subj	Course	Course Title	Hours	Location
CDIS	508LP 001	Practicum in Assessment Lab	1.00	PCOB 113

Jared, as a graduate student, you have an overall 13.00 earned credit hours and your current GPA is 3.33.
Your current major is **Communicative Disorders (MS)**.
Your advisor is **Suzanne Swift**, office: LH

ENMU Events

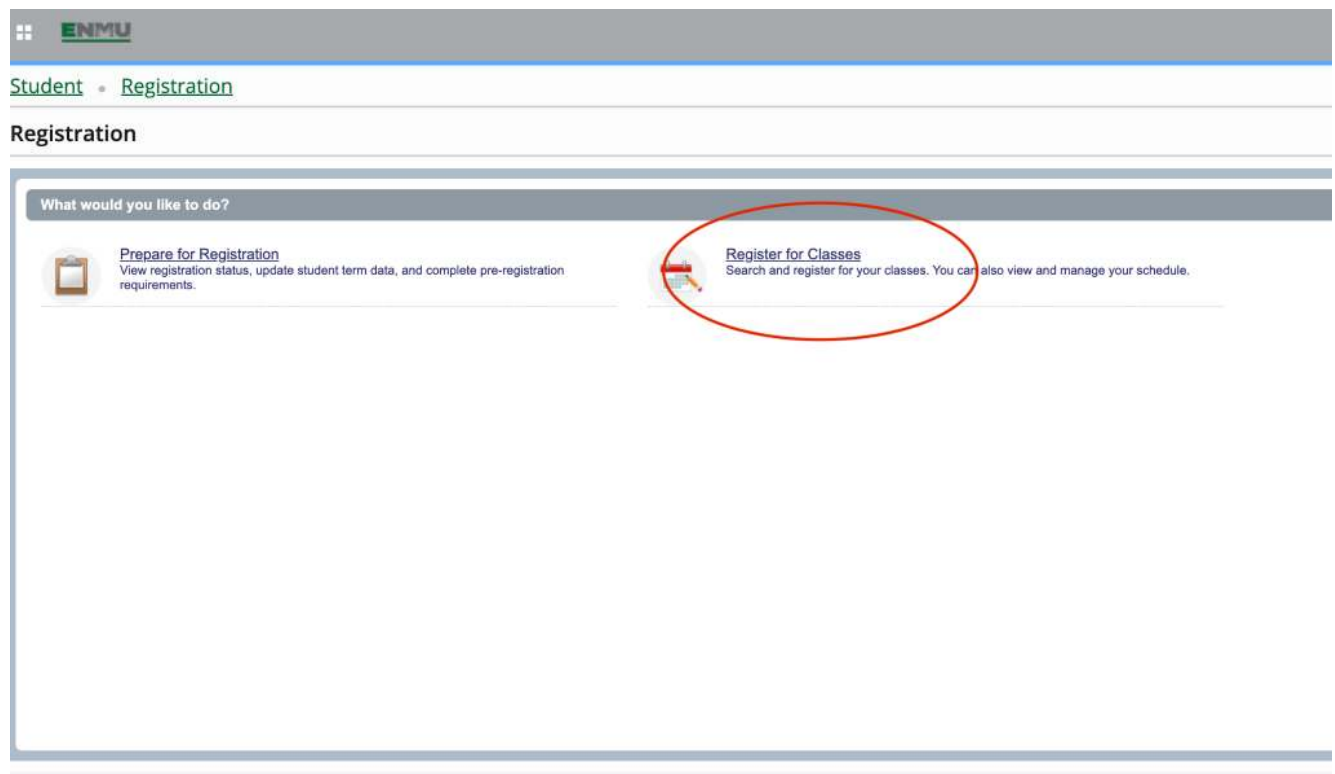
Today

MARCH 2025

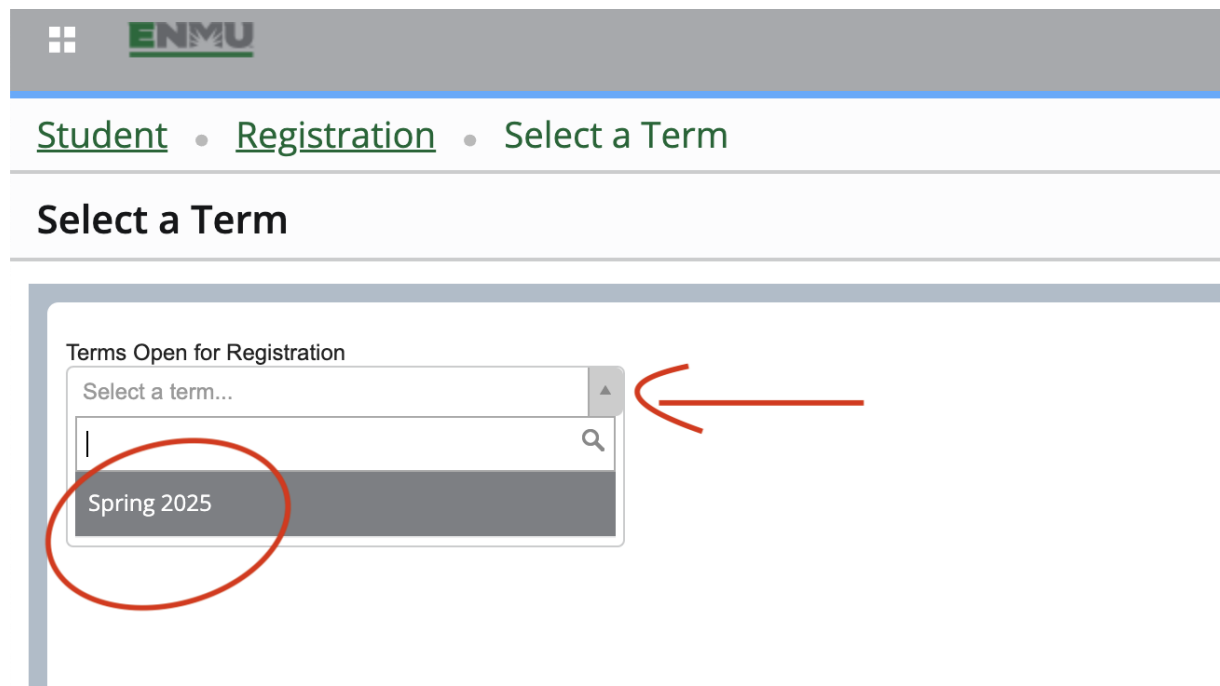
S	M	T	W	T
23	24	25	26	27
2	3	4	5	6
9	10	11	12	13

<https://www.enmu.edu/academics/academic-resources-services/catalogs-schedules-calendars/academic-calendar>

This will open a new link for you. Select “**Register for Classes**” (see below)



You will then select the semester you wish to drop a class from. (See example below)



This last step requires you to do a few things (follow the sequence of numbers and see image)

1. Find the box with a “**summary**” of your actively enrolled classes.

2. Find the “**action**” column on the far right side of the box
3. Select “**withdrawal/web**” from the dropdown box to the corresponding course
4. Select “**submit**”.

The screenshot shows a web application interface for course management. At the top, there are two empty input fields. Below them is a horizontal bar with a tab labeled 'Summary' (circled in red with a red '1') and a link 'Tuition and Fees'. The main area contains a table with the following columns: Title, Details, Hour, CRN, Schedule Type, Status, and Action. The table lists four courses: 'Diversity, Equity, Incl...' (Registered), 'Fluency' (Registered), 'Hearing' (Withdrawn), and 'Practicum 1' (Registered). The 'Action' column for the 'Hearing' course has a dropdown menu open, showing 'None' and 'Withdrawal Web' (circled in red with a red '3'). A red arrow (labeled '2') points to the 'Action' column header. At the bottom, there is a summary bar showing 'Total Hours | Registered: 11 | Billing: 12 | CEU: 0 | Min: 0 | Max: 12'. Below this is a checkbox for 'Conditional Add and Drop' and a 'Submit' button (circled in red with a red '4').

Title	Details	Hour	CRN	Schedule Type	Status	Action
Diversity, Equity, Incl...	CDIS 514 P...	2	24183	Regular Le...	Registered	None
Fluency	CDIS 525 P...	2	21600	Regular Le...	Registered	None
Hearing	CDIS 531 P...	0	24186	Regular Le...	Withdrawn	Withdrawal Web
Practicum 1	CDIS 501 P...	1	20814	Stu Teachin...	Registered	None

Total Hours | Registered: 11 | Billing: 12 | CEU: 0 | Min: 0 | Max: 12

☐ Conditional Add and Drop Submit

Option 2: request withdrawal

On the left side of the screen, scroll down and click on “**Registration**”, then select the option to “**Course Withdrawal Information**”. (see image below).

ENMU

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Detail Schedule

Look-Up Classes To Add

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MENTAL PERFORMANCE TRAINING

ENMU Mental Performance Training

Schedule

Subj	Course	Course Title	Hours	Location	S
CDIS	525 P 1SW	Fluency	2.00	PSWEB PSWEB	10
CDIS	514 P 1SW	Diverse, Equity, Inclusion, Be	2.00	PSWEB PSWEB	11

Jared, as a graduate student, you have an overall **13.00** earned credit hours and your current GPA is 3.33.
Your current major is **Communicative Disorders (MS)**.
Your advisor is **Suzanne Swift**, office: LH 117, phone: 2724.
Academic Standing: Good Standing / Active

ENMU Events

Today

MARCH 2025

S	M	T	W	T
23	24	25	26	27
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3

8:00am University Juried Exhib
11:00pm Runnels Gallery, Golden Stuc

This will open a new link that contains a **withdrawal request** form. You will need to download the document and fill it out. Select the arrow as shown below to download the form.

Withdrawal Request

1 / 1 100%

EASTERN NEW MEXICO UNIVERSITY

Withdrawal Request
Office of the Registrar
ENMU Station 5 | 1500 S Ave K | Portales, NM 88130
Phone: 575.562.2175 | Fax: 575.562.2556 | registrar.office@enmu.edu

Personal Information

ENMU ID: _____ Semester: _____

Student's name: _____

Phone: _____ Email: _____

Mailing address: _____

Partial Withdrawal

Please withdraw me from the following course(s):

CNM Code	Course Abbreviation	Course Number	Section Number	Credit Hours

Complete Withdrawal

☐ I want to completely withdraw from all my classes this semester.

Reason(s) ☐ Medical ☐ Military ☐ Financial ☐ Family

Once it is filled out, email it to practicum.Forms@enmu.edu