

Attention!!!!!! Attention!!!!!!

UAPB Students Enrolled in ALL On-Line Courses

You will **NOT** be able to drop courses or withdraw via Web-Advisor after the close of registration.

If you need to drop a course for any term or summer session (and remain enrolled in school):

Please fax a statement to the Registrar's Office containing the following information:

- Course Title
- Course Number and Section
- Instructor
- Your UAPB ID Number
- Your UAPB E-mail Address
- Your Signature and Current Date (Specifically Required)

If you need to withdraw for any term or summer session (drop all of your courses):

Please fax a statement to the Registrar's Office containing the following information:

- Request to be withdrawn for the specific term (e.g., Fall 20xx, Spring 20xx, Summer I 20xx) and reason
- Course Title
- Course Number and Section
- Instructor
- Your UAPB ID Number
- Your UAPB E-mail Address
- Your Signature and Current Date (Specifically Required)

Please note: Signatures from your Chairperson and Instructor will not be required for on-line courses, provided that ALL of your courses are web based. It is, however, recommended that you notify your Instructor of your desire to drop or withdraw for the term. Please refer to their contact information contained on your syllabus. Students are required to utilize UAPB e-mail accounts when conducting University affairs.

**Registrar's Office/Academic Records
870-575-4608 (Fax)
870-575-8487 (Phone)**