

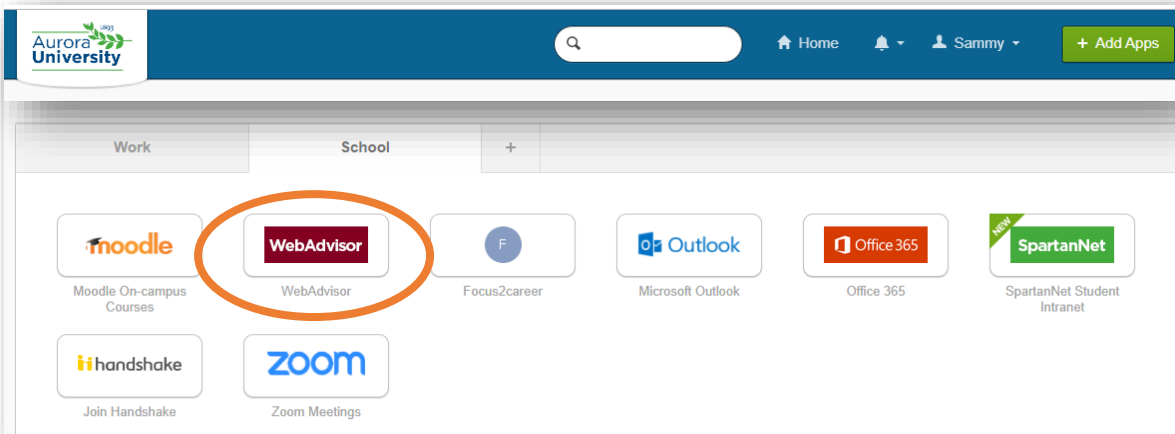


Center for Student Success

Academics | Vocation | Career

How to Use WebAdvisor to Withdraw from Classes

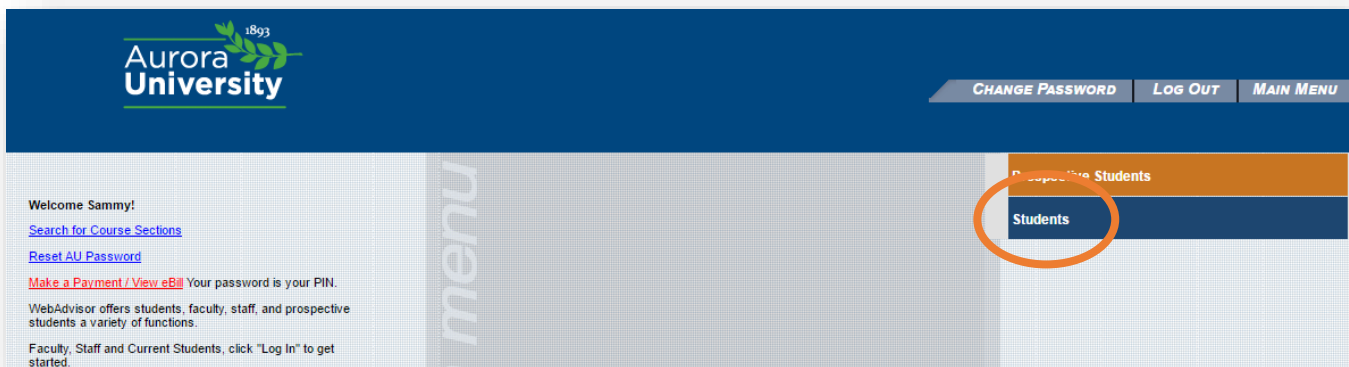
STEP 1: Access **WebAdvisor** from your **Okta dashboard**. After using the **Search for Course Sections** link to plan a schedule, continue with the following steps to register for classes.



STEP 2: Click **Log In**. For assistance logging on, please contact the ITS Help Desk at 630-844-5790.



STEP 3: Click on the **Students** menu.



STEP 4: If you are not withdrawing from all of your courses, click **Register/Drop Courses** and continue to **STEP 5**.

If you are wishing to take a **Leave of Absence** from the university, click **Request an Academic Leave of Absence**.

If you are completing a **total withdrawal** from the university, click **Withdraw from Aurora University**.

If you are wishing to take a **Medical Leave of Absence** (MLOA) contact the Vice President of Student Success, Dr. Amy Gray, at agray@aurora.edu, to complete the appropriate paperwork.

If you are wishing to take a **Military Leave of Absence** (MilLOA) contact the Dean of Academic Administration, Dr. Mary Tarling, at mtarling@aurora.edu for additional details.

The screenshot shows the 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU' page. It features several categories of links: User Account, Online Student Account Center, Financial Aid, Communication, and Registration. A callout box on the right side of the page highlights a list of links: Undergrad Registration Help, Graduate Registration Help, Register/Drop Courses, Manage My Waitlist, Request an Academic Leave of Absence, and Withdraw from Aurora University. An orange arrow points from the 'Register/Drop Courses' link in the callout box to the 'Registration' category header on the main page.

STEP 5: Click the link that says, “**Payment Agreement Form.**”

The screenshot shows the 'Register for Classes' page. The title is 'Register for Classes'. Below the title, there is a paragraph of text: 'Welcome to Online Registration. Once you have clicked the link below you will be prompted to Accept or Decline the Online Payment Agreement form. Please be sure to read this document carefully and print a copy for your records prior to accepting. The Online Payment Agreement has important authorizations, information including our Tuition Payment Policies and links to Tuition and Fees and Important Dates.' At the bottom of the page, there is a blue link labeled 'Payment Agreement Form' which is circled in orange.

STEP 6: Read the Tuition/Fees Payment Agreement form and click **Accept** at the bottom of the page.

(Withdrawal Refund Policy applies to students attending George Williams College.)

Tuition refunds for full-semester and half-semester courses are provided according to the following schedule:

- 100% refund through the first class meeting.
- Following the first class meeting, a tuition refund will be prorated up to 60% of the course meetings.
- NO REFUND is provided following 60% of the course meetings.

I agree to remit to Aurora University payment in full for courses in which I register for. My completion of the online registration indicates that I have read and understand the policies stated above. I agree to abide by the policies stated above.

STEP 7: Click **Drop or Register** for previously selected sections.

CURRENT STUDENTS

Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

Drop or Register for previously selected sections

Use this option if you would like to drop classes or if you have already placed sections on your preferred list and would like to now register.

STEP 8: Under **Current Registrations**, select the course(s) from which you want to withdraw in the **Drop** column. Click **Submit** and a confirmation of the withdrawal will be displayed.

Current Registrations									
Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input checked="" type="checkbox"/>	Spring Semester 2020		ART-1020-01 (68541) Around the World in 80 Master	Aurora - Main Campus	01/06/2020-04/25/2020 Lecture Monday, Wednesday, Friday 10:40AM - 11:45AM, Institute for Collaboration, Room 102 (more)...	Libby K Escobedo	4.00		
<input type="checkbox"/>	Spring Semester 2020		CRJ-2420-01 (66772) Criminal Law	Aurora - Main Campus	01/06/2020-04/25/2020 Lecture Monday, Wednesday, Friday 09:20AM - 10:25AM, Dunham Hall, Room 119 (more)...	Doug Kieso	4.00		
<input type="checkbox"/>	Spring Semester 2020		MTH-1030-05 (66566) Quantitative Reasoning	Aurora - Main Campus	01/06/2020-04/25/2020 Lecture Monday, Wednesday 06:00PM - 07:45PM, Dunham Hall, Room 121 (more)...	Chris Palazzolo	4.00		
<input type="checkbox"/>	Spring Semester 2020		PHL-1200-01 (66873) Logic	Aurora - Main Campus	01/06/2020-04/25/2020 Lecture Tuesday, Thursday 10:00AM - 11:45AM, Dunham Hall, Room 001 (more)...	David Lorenzo	4.00		

If one of my choices is not available