### Weeks One through Ten

Beginning with the first day of the semester through the end of the tenth week, any **undergraduate degree-seeking student** will be required to contact an advisor in the Advising, Retention, and Career Center, 2100 Vicki Lord Larson Hall, 715-836-3487 / arcc@uwec.edu. The advisor will speak with the student about the possible consequences that may result from a withdrawal, and make the student aware that there may be other options to consider before making a final decision. The advisor will also refer the student to relevant campus support services.

If the student’s decision is to process the withdrawal, the advisor will give the student access to an electronic withdrawal form that has been designed to gather better data for strengthening retention efforts.

**Graduate, Post Baccalaureate, and Special (non-degree-seeking) students** have direct access to the withdrawal form. The form provides reminders to graduate and post-baccalaureate students to speak with their program advisor before submission of the withdrawal, as well as information on financial deadlines.

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Weeks One - Ten</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Degree-Seeking</td>
<td>- Contact an Advisor in the Advising, Retention and Career Center (ARCC), VLL 2100. Phone: 715-836-3487, Email: <a href="mailto:ARCC@uwec.edu">ARCC@uwec.edu</a>.</td>
</tr>
<tr>
<td></td>
<td>- ARCC consults with student and if appropriate, provides access to the relevant E-form.</td>
</tr>
<tr>
<td></td>
<td>- Student completes and submits form - routed to Blugold Central for processing.</td>
</tr>
<tr>
<td></td>
<td>- After processing, automated notification goes to Student, Primary Advisor, ARCC, and Blugold Central financial services.</td>
</tr>
</tbody>
</table>
|                                    | - Student accesses form through the Blugold Central website. (Navigate to...
<table>
<thead>
<tr>
<th>Graduate or Post Baccalaureate Degree-Seeking</th>
<th>Withdraw from UWEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>or Special (Non Degree-Seeking)</td>
<td></td>
</tr>
</tbody>
</table>

- Student completes and submits form – routed to Blugold Central for processing.
- After processing, automated notification goes to:
  - For Graduate/Post Baccalaureate Students: Student, Primary Advisor, Graduate Studies (if applicable), and Blugold Central financial services
  - For Special Students: Student, Primary Advisor (if applicable), ARCC or Graduate Studies, and Blugold Central financial services.

**Weeks Eleven through End of Term**

Beginning the eleventh week, students are not allowed to withdraw from the University without special permission by the Associate Dean of the respective college.

**COLLEGE OF ARTS AND SCIENCES**
Schofield Hall 220  
Eau Claire, WI 54701  
715-836-2542  
cas@uwec.edu

**COLLEGE OF BUSINESS**
Schneider Social Science Hall 110  
Eau Claire, WI 54701  
715-836-5509  
cob@uwec.edu

**COLLEGE OF EDUCATION AND HUMAN SCIENCES**
Centennial Hall 3015  
Eau Claire, WI 547031  
715-836-3671  
coehs@uwec.edu

**COLLEGE OF NURSING AND HEALTH SCIENCES**
Nursing 103  
Eau Claire, WI 54701  
715-836-5287  
nursing@uwec.edu

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The Associate Dean will be able to give access to a specific e-form for Week 11+ Withdrawals for Fall and Spring. The student’s completed eform will route first to the Associate Dean for approval, then to Blugold Central for processing and notifications.