

Registration: Withdrawal from University Fall and Spring Semesters (Faculty and Staff Instructions)

Last Modified on 12/07/2021 4:31 pm CST

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.

Student Type	Weeks One - Ten
Undergraduate Degree-Seeking	<ul style="list-style-type: none"> • Contact an Advisor in the Advising, Retention and Career Center (ARCC), VLL 2100. Phone: 715-836-3487, Email: ARCC@uwec.edu. • ARCC consults with student and if appropriate, provides access to the relevant E-form. • Student completes and submits form – routed to Blugold Central for processing. • After processing, automated notification goes to Student, Primary Advisor, ARCC, and Blugold Central financial services.
	<ul style="list-style-type: none"> • Student accesses form through the Blugold Central website. (Navigate to

Graduate or Post Baccalaureate Degree-
Seeking
or Special (Non Degree-Seeking)

Academics -> Withdraw from UWEC)

- 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

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.
