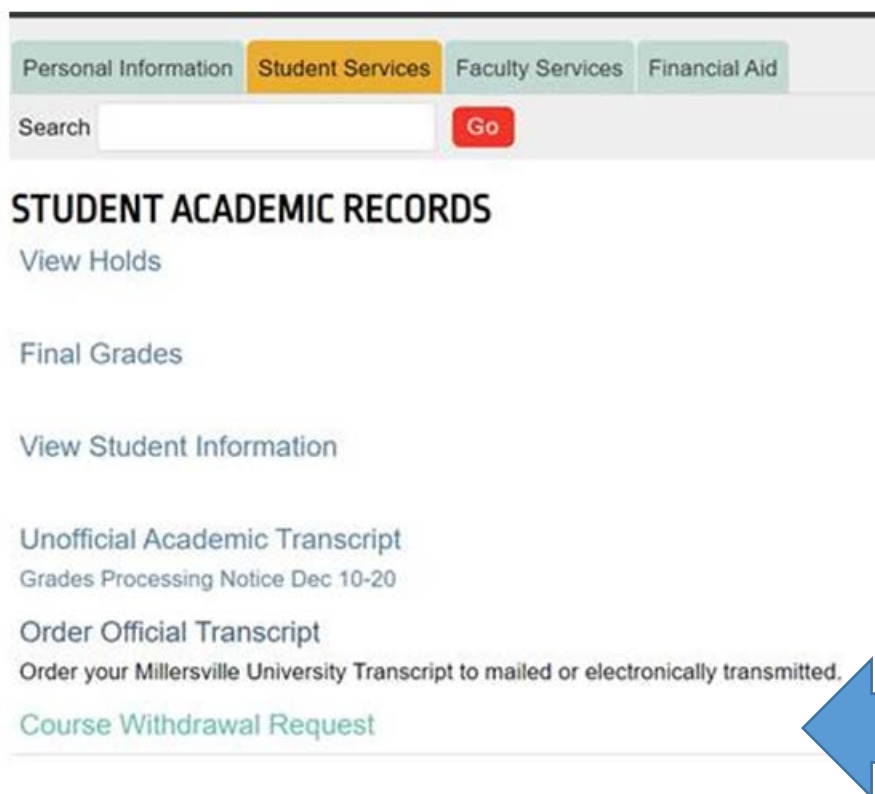


In response to University events related to the COVID-19 (Coronavirus) situation, the Registrar's Office has moved the process of withdrawing from a single course to an online process. You will temporarily be able to withdraw from a spring 2020 course online up to the deadline of April 3.

- This form will allow you to request a course withdrawal electronically
- Once submitted through MAX, your instructor will receive your request for withdrawal and be able to approve it and forward it on to the Registrar's Office.
- No paper forms will be needed
- When your withdrawal is processed, the system will generate a notification email to your advisor. You will know that your withdrawal is final when you see a "W" for the course in your MAX account.

The log-in for MyVille/MAX can be found here: <https://www.millersville.edu/logins/>

In MAX, the form to request a course withdrawal will be here:



The screenshot shows the MAX Student Services interface. At the top, there are four tabs: Personal Information, Student Services (highlighted in yellow), Faculty Services, and Financial Aid. Below the tabs is a search bar with a "Go" button. The main content area is titled "STUDENT ACADEMIC RECORDS" and lists several options: View Holds, Final Grades, View Student Information, Unofficial Academic Transcript (with a sub-link for Grades Processing Notice Dec 10-20), Order Official Transcript (with a sub-link for Order your Millersville University Transcript to mailed or electronically transmitted), and Course Withdrawal Request. A large blue arrow points to the Course Withdrawal Request link.

Please note: this form is for individual course withdrawals. It is not the correct form for complete student withdrawal from the spring semester. Please visit the student forms center for the withdrawal/leave of absence form: <https://www.millersville.edu/forms/index.php>

Reminder: the deadline for course withdrawal remains April 3, 2020 at 4:30 pm.