How do I drop a class?

When considering whether to drop or withdraw from a class, it is important that you check with financial aid to find out any implications dropping or withdrawing from the course may have. Drops occur for up to 14 days in the regular semester courses and for one week in short courses. Drops are only allowed during the add/drop period specified in the catalog. During the drop period, nothing appears on your transcript. Students can also drop in the portal during the add/drop period. After the add/drop period, students can withdraw until the date designated on the school calendar. When withdrawing, a “W” appears on their transcript.

If you wish to drop or withdraw from a class, you can send an e-mail to advisor@allencc.edu from your Allen email account. In your e-mail you need to state who you are and what class it is that you’re dropping or withdrawing from. Remember there is a designated last day to withdraw in both the 8 week and 16 week sessions. After that date, you cannot withdraw from a class.