



Mississippi College

A CHRISTIAN UNIVERSITY

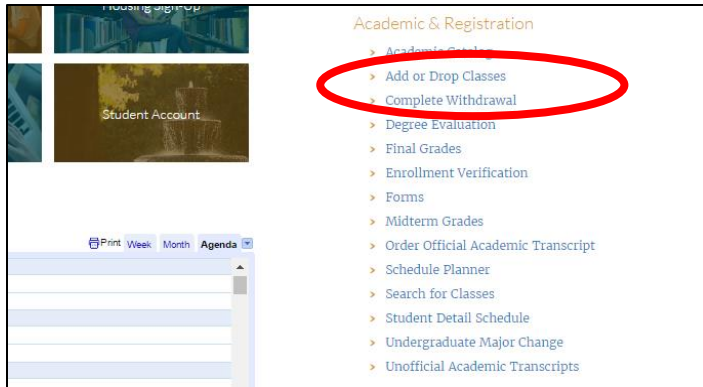
Office of the Registrar
Box 4028 | 20 Nelson Hall
Clinton, MS 39058
601-925-3210
Registrar@mc.edu
www.mc.edu/offices/registrar

Complete Withdrawal Process

If you find that you will not be able to complete a semester, you will need to withdraw from that semester. Follow the directions below to begin this process and be sure to follow up in your MC email for confirmation that it was complete. The withdrawal process can take 3-5 business day.

If you have registered for *future* terms be certain to withdraw from each term you will not be completing with us. Failure to withdraw before the semester begins can result in you being financially responsible for the course.

1. Log onto you MyMC Account
2. Once on your Launch Pad, look to the right-hand side under “Academic & Registration” and click on the link titled “Complete Withdrawal”



3. Select the semester you will be withdrawing from, let us know the reason you are withdrawing, and enter a current phone number. Once submitted you will receive a confirmation email of successful submission. The withdrawal can take 3-5 business days to process, and you will receive another email once it has been completed.

Important notes:

- I understand that withdrawing may NOT reverse my current financial obligation to Mississippi College and, in fact, may increase this obligation. Thus, I agree to pay or make arrangements to pay what I owe Mississippi College within 10 days of receipt of the final bill. If I do not honor this agreement I understand collection costs will be added to my bill. I also understand that withdrawing from classes may have implications for my future eligibility for financial aid.
- You are eligible to withdraw from a term if you have not dropped or received grades in all classes for that term.
- Only terms for which you are eligible to withdraw are displayed below.

*Eligible Withdrawal Terms:
Fall 2013

*Withdrawal Reason
I need to withdraw for a specific reason

*Telephone Number (where you can be reached):
Example: ### ### ####
601-123-4567

*Check this box to accept financial responsibility for this action and verify that the submitted information is correct.

* denotes required fields.