HOW TO WITHDRAW FROM A CLASS AFTER THE 3RD DAY OF THE SEMESTER:

- Go to SmartWeb.
- Click **BannerWeb** on the green menu bar, or the yellow tab on the right side of the screen, and log in.
- Click the **Student Services & Financial Aid** tab.
- Click **Registration**.
- Click **Add/Drop Class**.
- Verify mailing address and phone number and click **Continue with Registration**.
- Verify Financial Aid Authorization information is correct and click **Continue with Registration**.
- Select the appropriate **term**.
- Scroll down to your current schedule and click the **action box** next to the course you want to drop.
- Select **Drop After 3rd Day**.
- Click **Submit Changes** at the bottom of the page.

IMPORTANT NOTES:

- **If you receive financial aid, be sure to check with the Financial Aid Office before making any changes to your schedule. Contact Financial Aid at finaid@augustatech.edu or 706.771.4149.**
- **You must drop courses with a co-requisite at the same time when dropping online.(I.E. CHEM 1151 and CHEM 1151L)**
- **You must complete a Schedule Change form to change sections (change from one class time to another, from in-person to online, etc.).**