HOW TO WITHDRAW FROM YOUR PROGRAMME

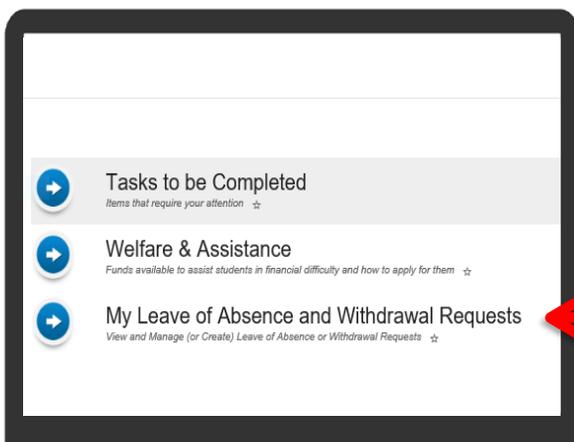**A STEP-BY-STEP GUIDE TO COMPLETING THIS FORM IN SISWEB**

Contents

GETTING STARTED

Before you complete a withdrawal form, you should make sure that you get as much advice as you can from an appropriate staff member e.g. your **College/School Office,** your **Student Adviser** or the **Student Desk**.

You should also make sure you read the UCD Withdrawal Policy and check the **fee deadlines** to familiarise yourself with all the implications of this request.

If you have decided to withdraw from your programme then you should follow these instructions on how to fill in the online form:

STEP 1   Finding the Form

Log into SISWeb

Tasks to be Completed
Items that require your attention ☆

Welfare & Assistance
Funds available to assist students in financial difficulty and how to apply for them ☆

My Leave of Absence and Withdrawal Requests
View and Manage (or Create) Leave of Absence or Withdrawal Requests ☆

In SISWeb, select
Programme Services and then
My Leave of Absence/Withdrawal Requests

Access the online form

Programme Services ›

Leave of Absence and Withdrawal Requ

Withdraw from my Programme

Apply for Leave of Absence
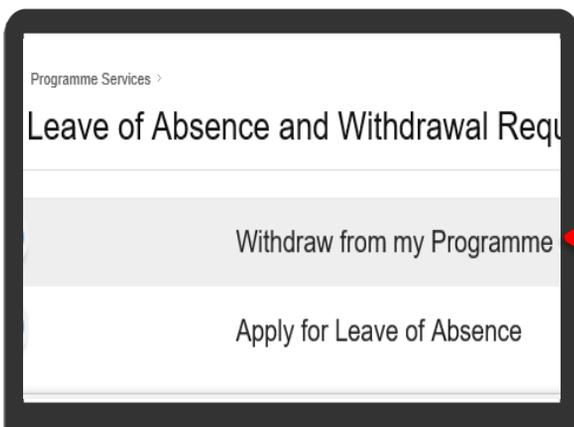
Select **Withdraw from my Programme**

Step 2   Completing the Form

Personal Details

Application Number	
Applicant	
Applicant ID	
Gender	
Date of Birth	
Application Status	
Application Type	
Programme	

TIP #1: Make sure you read the advice at the start of this form

You are now in the **Withdrawal Form**.

Your personal information is pre-populated but you should still check it to make sure it is correct.

General Questions

Answer these Questions

Question

General Questions

What is the reason for your request?

The University would be interested in learning the reason(s) fo

Please indicate if you have spoken to a staff member ahead of should do so as soon as possible.

To complete the rest of the form you should select the button that says **Answer these Questions** and provide the information requested.

Most of these questions are compulsory!

l Questions

no data found

eason for your request? *

no data found

ty would be interested in learning the reason(s) for your
om your programme of study at UCD. *

Medi
Pers
Other

no data found

ite if you have spoken to a staff member ahead of this
u have not discussed this request with a member then
o so as soon as possible. *

○Yes

TIP #2: You might find it useful to look at the UCD Withdrawal Policy

You will be asked to provide a reason for your withdrawal.

All information will be treated in the strictest confidence and will only seen by those staff processing your request.

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Step 2   Completing the Form (cont'd)

e spoken to regarding
- ○ My Programme Office
- ○ My Student Adivsor
- ○ Academic Staff e.g. Programme Co
- ○ International Student Advisor (intern
- ○ UCD Students' Union Welfare Offic
- ○ Other UCD support systems (pleas
- ● None of the above

ails

TIP #3: Make sure to discuss this request with a staff member

You will be asked if you have discussed this request with a staff member.

If you have not spoken to anyone then you may be contacted by a staff member before this request can be processed.

Have you returned your student card?

▣ Implications of Request

Have you read the policy on withdrawing from a programm

Have you confirmed what this request means for your fees

Have you confirmed how this request affects your visa stat

Do you know how this request affects your campus entitlen

You will be asked some questions to make sure you understand what the request will mean for your fees, grant, access to campus facilities etc.

If your first answer to any of these questions is 'No' then you should read the information provided on the form or speak to a staff member
(e.g. your **College/School Office,**
your **Student Adviser**
or the **Student Desk**).

Personal Details

Application Number

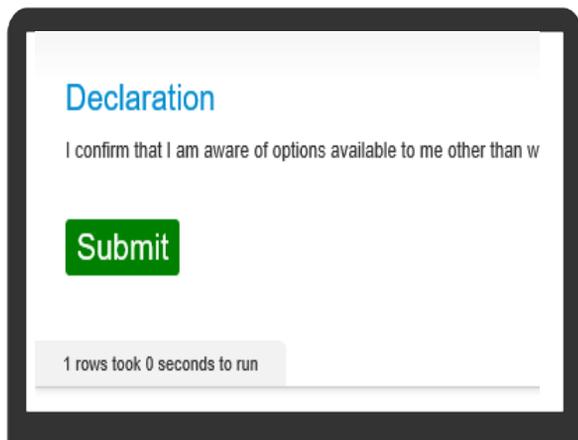Applicant

Applicant ID

Gender

Date of Birth

Application Status   **Not Submitted**

Application Type

If you do need to speak to a staff member about fees etc. then you can leave this form and return to complete it at a later date.

Step 3   Submitting your Withdrawal

Declaration

I confirm that I am aware of options available to me other than w

Submit

1 rows took 0 seconds to run

Submit your request

After you have answered all questions you will be able to submit your request.

Once submitted, you will be able to see the progress of this request if you go into **Programme Services** and then **My Leave of Absence/Withdrawal Requests**

You will also receive an email upon submission of your withdrawal and once the change to your record has been put forward.

Your registration record will be updated within a few days of the confirmation of your withdrawal.

TIP #4: Don't forget to return your student card

As part of your formal withdrawal from your programme, you must return your UCD Student Card (UCARD) to your College/School Office

If you can't find your student card then please make sure that you let your College/School Office know.

FAQS

Who can I speak to if I want advice about filling out this form?
If you need any advice about completing this application then you can contact your **College/School Office,** your **Student Adviser** or the **Student Desk**
They will able to assist you or refer you to the correct person/office.

Can I change my mind about my request?
Your notification will not be acted on until you select **Submit**. If you change your mind, or want to take more time, then you do have not have to submit your request until you are ready.

After you submit your request , you can also select **Cancel**. 'Cancel' will appear at the top right hand corner of your screen and with your personal information. After you select **Submit**, you will not be able to edit any of the information that you have entered and will need to contact your Programme Office/School.

I can't find the 'My Leave of Absence/Withdrawal Requests' screen?
You should be able to see it in SISWeb under **Programme Services**. If you can't this screen then you should contact your **College/School Office,** your **Student Adviser** or the **Student Desk** for advice.

My request still says 'Submitted, for Review', when will my record change?
Requests for programme withdrawals may need to be reviewed by your Programme Office or School Office. Once the relevant staff have reviewed your request, your status will change to **Withdrawal, Confirmed**

What is my withdrawal date?
Once you have submitted your request, your withdrawal date will be your submission date (even if the change to your record is not made effective immediately).

What if I can't answer all the questions on the form?
If there are questions that you are not sure about, e.g. if you do not know what this request means for your fees, then you can leave the request without submitting and come back to it later. To return to a partially completed form, log into SISWeb and then P**rogramme Services**. Select **My Leave of Absence/Withdrawal Request** and then click on **Edit** beside your un-submitted request. Please remember the fee deadlines for programme withdrawal as your official withdrawal date will be your **submission** date.

UCD REGISTRY
Clárlann UCD

UCD Registry
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Belfield
Dublin 4

W: www.ucd.ie/students