

Drop Form

This form cannot be used to withdraw from all of your courses within a single term. Please contact the Admissions and Registration Office for a Withdrawal Form if you wish to withdraw from the term.



Can you still drop your course(s) using My Northeast?

If the period in which you are able to drop using your My Northeast account is still open, you will need to drop your course(s) using your account. If you have difficulty accessing your My Northeast account, please contact the Service Center by emailing help@northeast.edu or calling 402.844.4357(HELP).

Drop schedule timeline using My Northeast:

Full semester courses (Fall or Spring semester)

- Drop in My Northeast through the second week of the term. (This is also the 100% refund period.)

Eight week courses (either 1st eight weeks or 2nd eight weeks)

- Drop in My Northeast through the first four days of the course. (This is also the 100% refund period.)

Intersession and Summer courses

- Intersession and Summer course online drop and refund periods are adjusted according to the length of the course. Please attempt to drop the course using My Northeast before completing this form or contact the Admissions and Registration Office for exact dates.

When the online drop period has ended, a Drop Form must be completed and processed by the Admissions and Registration Office to withdraw from any course(s).

Drop Form Requirements:

1. You must remain in at least one course to use this Drop Form. If you are withdrawing from all of your courses, please contact the Admissions and Registration Office for instructions, or stop in to the College Welcome Center to pick up a Withdrawal Form. **YOU MAY NOT USE THIS FORM TO DROP ALL OF YOUR CLASSES.**
2. Students may only drop courses through the last day to withdraw. The drop dates are listed on the Student Calendar in the College Catalog. You may also contact the Admissions and Registration Office (admreg@northeast.edu or 402.844.7260) for these dates. Drop forms received after the last day to withdraw will not be processed.
3. See our Refund Policy for course refund information or contact the Student Accounts Office at 402.844.7001 for exact dates.
4. Every field on the Drop Form must be completed. You can find all of the required information in your My Northeast or your Canvas account in My Apps. If you have difficulty accessing your My Apps account, contact the Service Center by emailing help@northeast.edu or calling 402.844.4357(HELP).

Mail completed form: Admissions and Registration
Northeast Community College
P.O. Box 469
Norfolk, NE 68702-0469

Email completed form: admreg@northeast.edu
this is the preferred method

If there are any issues that prevent or impact the processing of this form, we will make one attempt to contact you using the information you provide below. If the initial contact attempt is unsuccessful, this form will be filed as unable to be processed and no further attempts at contact will be made. Please check your My Northeast account to verify that the drop was processed. If you have questions, please contact the Admissions and Registration Office at 402.844.7260.

CONTACT INFORMATION:

Phone Number: _____

Northeast Email Address: _____

The contact information provided above is used only in the event that we need to contact you regarding this form.
If you need to change your contact information, please make those updates in your My Northeast account.

Drop Form Check One Term: ☐ Fall Term ☐ Spring Term ☐ Summer Term ☐ Intersession

Student ID Number _____

Major _____

Last Name		First Name			Middle Initial
CRN #	Subject	Course #	Cr. Hrs.	Course Title	Course Drop Process
					No Advisor or Instructor signatures are required to drop a course(s) as long as you remain enrolled in at least one other course. If you are dropping all of your courses for the current term, please complete a Withdrawal Form and obtain the necessary signatures.

By signing this form, I acknowledge my understanding that withdrawing from any course may impact the following:

Academic Support College Welcome Center 1284 402.844.7719 advising@northeast.edu

- Current or Future Course Enrollment Eligibility (including co-requisite/pre-requisite requirements)
- Graduation Status
- Limited Enrollment Program Eligibility

Student Accounts College Welcome Center 1121 402.844.7001 ars@northeast.edu

- Bill
- Ability to Request a Transcript

Financial Aid College Welcome Center 1118 402.844.7285 finaid@northeast.edu

- Current or Future Financial Aid Eligibility
- Scholarship Eligibility

Housing Hawks Point A104 402.844.7172 housing@northeast.edu

- Campus Housing Eligibility

Veteran Support College Welcome Center 1208 402.844.7730 karenh@northeast.edu

- Military Benefits

Student Signature _____

Date _____