

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.HELP(4357).

Drop schedule timeline using My Northeast:

Full semester courses (Fall or Spring term)

- 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 week of the course. *(This is also the 100% refund period.)*

Summer courses

- Due to multiple start dates throughout the Summer term, please attempt to drop using My Northeast before completing this form or contact the Admissions and Registration Office (402.844.7265) for exact dates.

When the drop period using My Northeast is over, a Drop Form must be completed and processed by the Admissions and Registration Office to drop any course(s).

Drop Form Requirements:

1. You must remain in at least one course to use the 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 office in 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 drop. The drop dates are listed on the Student Calendar on pages 4-5 of the College Catalog. You may also contact the Admissions and Registration Office (admissionsandregistration@northeast.edu or 402.844.7265) for these dates. Drop forms received after the last day to drop will not be processed.
3. See our Refund Policy for course refund information or contact the Accounts Receivable 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 account or your Canvas account. If you have difficulty accessing your My Northeast, please contact the Service Center by emailing help@northeast.edu or calling 402.844.HELP(4357).
5. If you are faxing the completed form, we suggest that you call the office at 402.844.7265 once you have faxed the form to be sure it was received, is legible, and can be processed.

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

Fax completed form: 402.844.7396

Email completed form:
admissionsandregistration@northeast.edu

