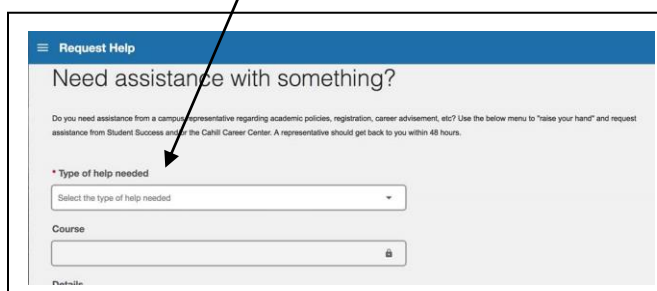
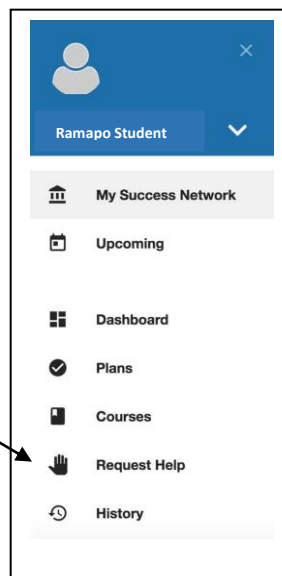


Instructions for online Withdrawal/Leave of Absence request:

1. Sign into your Connect account and on the main menu
2. Click on Request Help (Raise Your Hand)
3. Use drop down to choose type of help needed choosing either Withdrawal (not returning) or Leave of Absence (returning after 1-2 semesters)



5. In the Details box, enter if you are leaving IMMEDIATELY or at the END OF THE SEMESTER in addition to a SHORT explanation as to the reason you are leaving. Note that you only do this **ONCE**, it is not necessary to do it for each class. You withdraw (drop) your classes on the Web Self Service.
6. If you are leaving Immediately in the current term, you must drop any courses via Web Self Service (contact the Office of the Registrar at reg@ramapo.edu if issues)
7. Once form is submitted, you will receive a confirmation email with instructions for next steps. Once processed and complete you will receive an email to your Ramapo email address. Please allow 2 weeks for processing.
8. Any questions regarding the Withdrawal/Leave of Absence can be answered by contacting Center for Student Success at 201-684-7441 or success@ramapo.edu. If your request is for housing only, you can contact Residence Life at 201-684-7461 or reslife@ramapo.edu