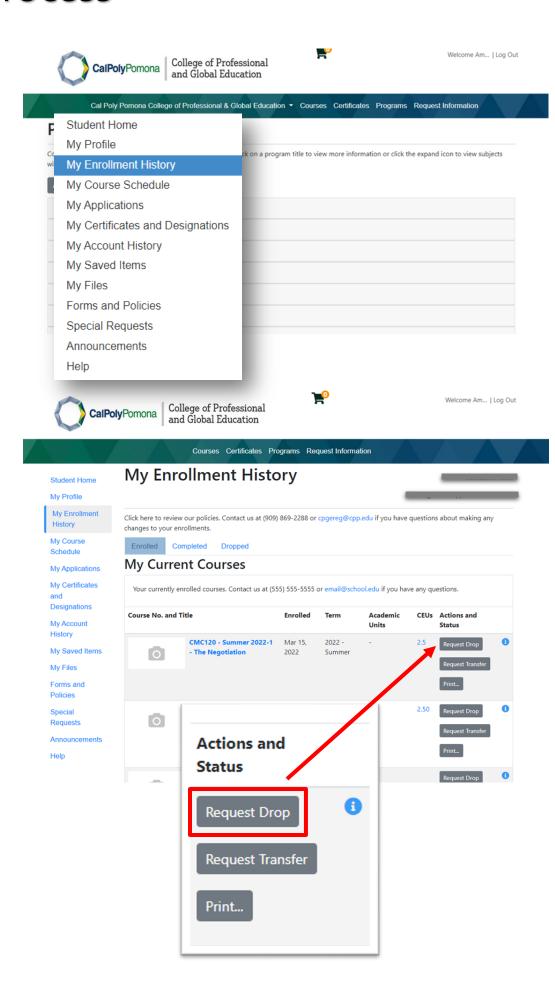# Withdrawal Process

- Tap on the "**Cal Poly Pomona College of Professional & Global Education**" at the top bar

- Select "**My Enrollment History**"

- Select "**Enrolled**" to view "**My Current Courses**"

- Go to the course that you wish to withdraw from and select "**Request Drop**" under "**Actions and Status**", located on the left side of the box.

Withdrawal Process

- On the "**Drop Request**" page select a drop reason in the dropdown box and click on "**Submit**"

- The website will confirm completion of your drop transaction. You will also receive a confirmation email displaying a withdrawal from the selected course and including a refund receipt file.

- Please allow 5-7 business days for the refund to be processed and returned to the card used to purchase the course.